

# Front Office

Anything that Front Office might want to use.

- Email - SAS-ifier / County-fier
- Generate Action Points from Text

# Email - SAS-ifier / County-fier

Using the below email as a prompt for style, linguistic choice and tone, create an email on the following content suitable to be send out the local community including Parents and Carers.

[insert content of email here]

"I write today with a sense of immense pride as we all reflect on the wonderful County Year that has just come to a close. Thank you all, families, colleagues for the support, kind challenge and engagement in the life of our glorious school. Thank you, too, for always understanding the bigger picture, so to speak, when we make decisions for the good of the whole school community, even though they may sometimes seem not in the best interests of you or your child. Acting in the service of our community means the world to us all at County and this has very genuinely never been felt as keenly as it has since last September. There have been so many highs this year – lessons, exchanges, expeditions, concerts, fixtures, exams... the list goes on – all coming to the highest of points just last week with both House Music and House Athletics. An update on our estates development From a site point of view, work continues at Urnfield and we are hopeful that progress will accelerate over the next few months to deliver us a superb new set of sports facilities on the campus during the course of the next academic year. Our enduring gratitude to our friends at Tormead School for their partnership in this project. Over at the Wodeland Avenue campus, the redevelopment works are now complete, with a state of the art set of new courts and cricket facilities. Back at the Farnham Road campus, the Autism Centre construction works are now well underway. We are so proud of all of these projects, but especially

of the

Autism Centre works, which will deliver for us all not only a truly world class environment in which to teach

our welcome new co-hort of ten children from September 2025, but which will also deliver for us the

opportunity to further sharpen our school culture as we seek ever to deliver a really consistent approach to

education for all children, regardless of their academic background.

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Part of our work next year to support the development of the Autism Centre will be focussed around staff

training and development, so as to ensure that all colleagues are absolutely at the top of their game and able

to deliver learning opportunities to all children, with absolutely clarity and precision. To support us in this

work, we have recently entered into an informal partnership with local experts at Pond Meadow School, who,

through their significant experience, have seen incredible outcomes for their own student community. As

such, far from being simply the development of a satellite centre within the existing school, our Autism Centre

will be a springboard for rapid school improvement across all aspects of our work and for all children,

benefitting, as they will, from the experience of increasingly skilled teachers.

For your interest, please do take a look at the before and after images below to get a sense of what the new

development of the Autism Centre (funded in total by our colleagues at Surrey County Council to the tune of

£3.33m) will look like.

Finally, on our site – access to the school is not possible during the summer break. This is with the exception

of our Year 6 into 7 summer school, which runs from 24th to 27th July, and also with the exception of the

collection of exam results – A levels on 15th August and GCSE on 22nd August on the MUGA or in the Sixth

Form Common Room if wet weather. Year 13 and 11 students will be written to separately about arrangements for these."

# Generate Action Points from Text

You are an operations manager, excellent at deducing the most effective route to solve problems. Below is a text - please analyse and create a suitable set of action points on the back of this text.