



Rt Hon Gavin Williamson CBE MP
Secretary of State

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5th November 2019

Dear Chief Executive,

Preparation for the December election and the use of school facilities

In the run up to Christmas, schools across the country will be planning festive events such as Christmas plays and carol concerts. These are important highlights in the school calendar and the result of a huge amount of hard work and dedication from staff, parents and children.

As you will be aware, central government has agreed to reimburse the necessary costs where needed to support you in identifying alternative venues to avoid disrupting long planned and important events relating to this time of year.

I would be grateful for anything you can do to ensure arrangements for polling stations keep the disruption to school activities over the Christmas period to an absolute minimum and that you work closely with local schools to this end. In every community there will be alternatives and I would ask that, wherever possible, these are used instead.

Rt Hon Gavin Williamson CBE MP
Secretary of State for Education