

July 21, 2021

Dear Parents/Guardians,

I am writing to let you know that we will be installing new windows on the third floor on the south side of Oxford School this fall.

You may notice workers on site over the summer months as they repair and prepare parts of the building's exterior prior to the installation of windows.

Please be assured when school is in session, all work will take place after hours.

Have a safe and restful summer!

Sincerely,

Gerard Costard
Director of Operations

c: Jan Gillespie, Principal, Oxford School