putnam avenue
upper school

Mirko Chardin, Principal
Pamela Chu-Sheriff, Assistant Principal

November 30, 2015

Dear 8th Grade Families,

Are you getting excited for our brand new building? We're pleased to share with you the enclosed schedule of activities that will take place leading up to and immediately after our move. As a reminder:

The first full day of school at 100 Putnam Avenue will be Tuesday, December 22.

As you can see on the attached schedule, our teachers and staff are going to be working hard to ensure a smooth transition with as little disruption as possible.

To summarize:

- **Monday, December 14**: Eighth Graders will have a field trip and orientation to Cambridge Rindge and Latin high school.
- **Tuesday-Wednesday, December 15-16**: Your student will report to our current location, 158 Spring Street (Kennedy-Longfellow School building) as usual for a regular school day.
- **Thursday, December 17**, eighth graders will participate in a day-long field trip to Project Adventure, a non-profit organization located in Beverly, MA that uses team challenges to encourage individual growth and build community.
- **Friday, December 18- & Monday, December 21** – Students will begin and end the day at 158 Spring Street but will take day-long field trips to the new building on both days. Orientation and a modified class schedule will be conducted at Putnam Avenue on both days.
- **Tuesday, December 22:** First full day in our new building for all students!

By now, you should have received information from the transportation department about your child's eligibility for bus transportation. Watch for information for students who arrive by bike, on foot, or by car, including arrival and dismissal procedures and recommended walking routes.

Please note that after school clubs and late buses will end on December 12, so there will be no after school activities during the move weeks.

If you have questions about the transition plan or the new building, please don't hesitate to contact me or Assistant Principal Chu-Sheriff.

Mirko Chardin
Head of Upper School

We're Moving!

Putnam Avenue Upper School
Transition Schedule for 8th Graders

Monday December 14	Tuesday December 15	Wednesday December 16	Thursday December 17	Friday December 18
Field trip to Cambridge Rindge & Latin high school	Regular School Day	Regular School Day	Project Adventure Field Trip Report to school as usual, take buses to Project Adventure	Visit Putnam Ave. • Report to school as usual • Take buses to tour the new building • Return to Spring Street for dismissal and regular bus schedule home

Monday December 21	Tuesday December 22	Wednesday December 23	
Visit Putnam Ave. • Report to school as usual • Take buses to tour the new building • Return to Spring Street for dismissal and regular bus schedule home	First Day at Putnam Ave.! • Report to the new building! • NEW bus stops in effect. • No art, music, PE, etc., to allow specialist teachers to set up classrooms	Putnam Ave., Day 2 • Modified schedule - no specialty classes • Buses and students report to Putnam Ave. • Last day before vacation	Winter Break: No School December 24-January 4