

ROBING ROOM CLOSURE & RELOCATION

Reading Crown Court

Dear Advocates

As of Friday the 21st of November, the robing room at Reading Crown Court will be temporarily relocated to a room above the general office.

This will be for around 12 months whilst building work takes place to build one additional court room and one room purpose built for virtual hearings.

Please ensure that you remove any belongings from the current robing room **by close of play on Thursday the 20th of November**. Anything left in the room after that point will be disposed of.

The room you will be relocated to will be within the secure HMCTS staff area. You may access the staff kitchen to get water but please do not use the room for meetings etc as this room is for HMCTS staff to be able to have their breaks in.

Your fridge, kettle and telephone will be moved to the new room.

As you will be in a secure area, please ensure that you do not allow anyone else access via the entrance door and ensure that the door closes behind you when entering from the public reception area.

You will need to use the public toilets located on the ground floor or on level 2.

If you have any questions or concerns, please contact me or the Delivery Managers, Debbie Burgess and Caroline Burton at Reading Crown Court.

Thank you for your co-operation whilst this work takes place.

Laura Bradley

Operations Manager, Thames Valley Crown Courts