



30th November 2017

Dear Parents / Guardians,

Ref: Early School Closures

As previously informed, on six occasions during this academic year school will be closed at 1.10pm for **all students**, either for parents' information evenings or for the end of term. Our regular bus and taxi contractors will collect students at **1.10pm**. Our next early closure will be **Friday 15th December** for the Christmas break.

If this is for parents' evening the parent / teacher appointments will run from 2.00-7.00pm and you will receive further information nearer the time regarding booking appointments.

There will be no lunch service on these dates due to the early closure; snacks will be available as usual at break-time.

If you are unable to arrange for your child to come home at 1.10pm, they may stay in school in designated study areas until 3.15pm. Please be aware however that there will be no buses running at 3.15pm, so you will need to arrange alternative transport.

Dates of early closure:

- Thursday 9th November
- Friday 15th December (end of term)
- Thursday 11th January
- Wednesday 24th January
- Wednesday 7th March
- Wednesday 25th July (end of term)

Yours faithfully,

Mr Andy Marshall
Assistant Principal

