

Executive Headteacher : Mr S A Carter BEd (Hons) NPQH



ENSURING EXCELLENCE

Dear Parent/Carer,

Friday 21<sup>st</sup> July is the last day of the school year. On this day, pupils will be finishing a little earlier than usual, at 1.30pm instead of the usual 2.35pm.

I hope this does not cause too much inconvenience and that you will return the reply slip attached to acknowledge that you are aware of the early closure on that day and that you can take responsibility for your child at that time. If for any reason you are not able to take responsibility for your child on Friday afternoon, I will make provision for them to stay in the school until the normal finishing time of 2.35pm.

Pupils will not be allowed to leave at 1.30pm on Friday 21<sup>st</sup> July if they have not returned their parental permission form. The form should be returned to your child's Tutor by Wednesday 19<sup>th</sup> July.

I would finally like to take this opportunity to thank you all for your continued support, wish you an enjoyable summer break and remind you that all students return to school on **Tuesday 5<sup>th</sup> September at the normal time with lessons starting at 8.25am.**

Yours faithfully,

Steve Carter  
Executive Headteacher

X.....

**End of term arrangements. (Delete and sign as necessary)**

Name of pupil \_\_\_\_\_ Form \_\_\_\_\_

I acknowledge that the school will finish at **1.30 pm on Friday 21<sup>st</sup> July** and accept full responsibility for my child after that time.

Print name \_\_\_\_\_ Parent/Carer Signed \_\_\_\_\_ Date \_\_\_\_\_

Or

I acknowledge that the school will finish at **1.30pm on Friday 21<sup>st</sup> July** but am unable to take responsibility for my child and therefore would like them to remain in at the school until 2.35pm.

Print name \_\_\_\_\_ Parent/Carer Signed \_\_\_\_\_ Date \_\_\_\_\_



The Telford Langley School

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