

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



ENSURING EXCELLENCE

Dear Parent/Carer,

Thursday, 20th December 2018 is the last day of the autumn term. 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 any 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 Thursday 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 Thursday 20th December, if they have not returned their parental permission form. The form should be returned to your child's Tutor by Tuesday 18th December.

I would finally like to take this opportunity to thank you all for your continued support and I wish you an enjoyable Christmas break and remind you that the new term begins on **Tuesday 8th January 2019 at 8.25am for all students.**

Yours faithfully,

Mr S Carter
Executive Headteacher

End of Term Arrangements Reply Slip (Delete and sign as necessary)	
Name of pupil	Form
I acknowledge that the school will finish at 1.30 pm on Thursday, 20 th December and accept full responsibility for my child after that time.	
Print Name:	Signed:
Relationship to Child:	
Or	
I acknowledge that the school will finish at 1.30pm on Thursday, 20 th December 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:	Signed:
Relationship to Child:	



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