



December 2017

Dear Parent/Carer

Re: End of Term Arrangements for Pupils

As the end of term approaches, I am writing to confirm our arrangements for the end of this term.

School will close for the Christmas holidays at 12.30 pm on Wednesday 20 December 2017. The school buses will arrive for this time and will depart at approximately 12.45 pm. Due to the earlier finish, only cold 'grab and go' lunches will be available on this day. Pupils who would like a 'grab and go' lunch, including those who receive free school meals, must order their food at break the day before, and collect their lunch order from the baguette bar on the last day as they depart at 12.30 pm.

We appreciate that the early finish may create childcare issues for some parents/carers. Therefore, there will be the facility for any child to stay in school and be supervised until 3.10 pm, although there will be no school buses at this time. Please return the attached reply slip to the school office, if you would like to make use of this facility, by Monday 18 December 2017. For any pupils staying at school until 3.10 pm, we would ask that they report to the library immediately after classes are dismissed and that they order a cold 'grab and go' lunch or bring a packed lunch with them.

There will be reduced administrative support over the holidays, so if you need to contact school, please be aware that a response will not be immediate.

I would like to take this opportunity to thank you for your support across the term and to wish you and your family a very happy Christmas.

If you have any questions regarding these arrangements, please do not hesitate to contact the school. We look forward to seeing all pupils back at school on Tuesday 9 January 2018.

Yours sincerely

Mr Chris Southall
Principal

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To: Mrs Nixon - School Office: Request for Supervision on Wednesday 20 December 2017

I would like my child to stay in school on Wednesday 20 December 2017 and be supervised in the library from 12.30 pm to 3.10 pm.

Name of child: Tutor Group:

Signed: Date:
(By the adult with legal responsibility for the young person)

