



December 2019

Dear Parents/Carers

**Re: End of autumn term arrangements**

I am writing to confirm arrangements for the end of the autumn term. School will close for the Christmas holidays at 12.40pm on Friday 20 December 2019. The school buses will arrive for 12.40pm and will depart at approximately 12.50pm.

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 in the library until 3pm, although there will be no school buses at this time. Please complete and return the reply slip below, via the school office, if you would like to make use of this facility.

Please note that there will be limited administrative support over the Christmas holiday period, so if you need to contact school, please be aware that a response may not be immediate.

I would like to take this opportunity to thank you for your support this term and to wish you and your family an enjoyable and relaxing Christmas period. Students are expected back in school for the start of the new term, in full uniform and with correct equipment, on Tuesday 7 January 2020 at 8.30am.

I look forward to continuing our work together in the new year. If you have any questions regarding these arrangements, please do not hesitate to contact the school.

Yours sincerely

Sadie Batstone  
Principal

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To: **Mrs D Walker via school office - Request for supervision facility on Friday 20 December 2019**

I would like my child to stay in school on Friday 20 December 2019 and be supervised from 12.40pm to 3pm in the library.

Name of student: ..... Form group: .....

Name of parent/carer: .....

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

