

10<sup>th</sup> December 2019

Dear Parent/Carer

On Wednesday, 11<sup>th</sup> December pupils will be having a Christmas dinner, if they would like to wear a Christmas jumper that would be optional. School will finish at 1.15pm. Please collect your child at 1.15pm. Transport has been arranged earlier for pupils who normally travel home by transport.

I am writing to inform you that on Friday, 13<sup>th</sup> December at 1.15pm we are holding a Progress Review afternoon where parents and pupils can meet with their Teacher to discuss progress. Pupils can leave with their parents after their meeting. Coffee and mince pies will be served. If you are unable to attend, please collect your child at 1.15pm. Transport has been organised for pupils who normally have transport arranged.

The Academy will be closed for the Christmas holidays from Friday, 20<sup>th</sup> December at 12:30pm. Lunch will be provided to your child before they leave for the Christmas break. If your child is on transport they will be collected at 12.30pm. If you collect your child, please collect them at 12.30pm.

The Academy will re-open as normal on Monday, 6<sup>th</sup> January 2020.

Finally, may I take this opportunity to wish you and your family a Merry Christmas and a Happy New Year.

Yours sincerely

Alexis Bull  
Headteacher