



**THE WESTLEIGH SCHOOL**  
Aspiring & Achieving Together

March 2026

**Re: Assessment Week – Early Finish and Transport Arrangements**

Dear Parents and Carers,

During Assessment Week, from **Monday 30 March to Thursday 2 April**, the school day will finish early at **2:00 pm** each day to allow time for internal assessments.

Please note that **local bus services do not have capacity to change their schedules** during this week. As a result, students who normally travel home by bus will need to either make **alternative arrangements for getting home at 2:00 pm**, or remain on site until their usual bus time.

For students who need to wait for their usual bus, the school will make a **supervised room available** where they can stay safely until their bus departs.

If your child plans to remain in school to wait for their bus, please ensure they are aware that they should go directly to the designated room at the end of the school day.

Thank you for your understanding and support.

Kind regards,

Yours sincerely,

Mr C Bramwell  
Executive Headteacher



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**Student name**.....

I wish for my child to remain onsite to wait for the bus

Parent/Guardian signature .....

Please hand your slip to your form tutor