

10<sup>th</sup> December 2018

Dear Parent / Guardian,

**Re: Last day of term / Start of new term arrangements**

As you are aware students break up on Friday 21st December for the Christmas holidays. The plan for the last day of term is as follows:

**Friday 21st December:**

8:25am – 11:00am	Normal lessons
11:00am	Break
11:20am – 12:00noon	Tutor session
12:00 noon	Students leave site

Students who are entitled to a free school meal can collect lunch from the Academy Restaurant before they leave.

**Monday 7th January:**

Staff CPLD Day, students do not need to attend.

**Tuesday 8th January - Normal Academy day:**

Students will attend normal lessons with an assembly to welcome them back as part of their day with Ms Hammond, Mr Kearns, their Year Team Lead, Head of Year and myself. All students to line up on MUGA at 8.25am ready for Tutor time at 8.30am.

- 8:30am Year 11/12/13 Assembly
- 9:15am Year 10 Assembly
- 10:00am Year 9 Assembly
- 10:30am Year 8 Assembly
- 11:20am Year 7 Assembly

We wish you all a Merry Christmas.

Yours sincerely,

S. Long

**Mrs S Long**

**Assistant Director Welfare and Behaviour**

