

Dear Parents/Guardians,

Friday 16th December is the last day of the autumn term. On this day, pupils will be finishing a little earlier than usual, at 1.30pm instead of the usual 2.35pm.

I hope this does not cause inconvenience and that you will return the reply slip attached to acknowledge that you are aware of the early closure on that day and that you can take responsibility for your child at that time. If for any reason you are not able to take responsibility for your child on Friday afternoon, I will make provision for them to stay in the school until the normal finishing time of 2.35pm.

Pupils will not be allowed to leave at 1.30pm on Friday 16th December if they have not returned their parental permission form. The form should be returned to your child's Tutor by Wednesday 14th December.

I would finally like to take this opportunity to thank you all for your continued support, to wish you an enjoyable Christmas break and remind you that all students return to school on **Wednesday 4th January at the usual time with lessons starting at 8.25am.**

Yours sincerely

Steve Carter

Executive Head of School

Name of pupil _____ Form _____

End of term arrangements. (delete and sign as necessary)

I acknowledge that the school will finish at **1.30 pm on Friday 16th December** and accept full responsibility for my child after that time.

Print name _____ Parent/Guardian

Signed _____ Parent/Guardian Date _____

Or

I acknowledge that the school will finish at **1.30pm on Friday 16th December** but am unable to take responsibility for my child and therefore would like them to remain in at the school until 2.35pm.

Print name _____ Parent/Guardian

Signed _____ Parent/Guardian Date _____