

10th December 2020

Dear Parent/Carer

You may have seen an announcement in the media that schools have been permitted by the government to use the last day of term (Friday 18th December) as an extra INSET day if they wish. The intention of the offer was to help ease the burden on school leaders in relation to potential 'track and trace' cases during the following five days in the run up to Christmas.

I just want to confirm that we are not making any changes to our calendar and we will **still be open as normal on Friday 18th December** as outlined in my previous letter. We are mindful that a very late change to our calendar could place parents and carers in a difficult situation with regards to childcare. It would also mean changing the calendar later in the year to compensate for the missed day.

I wanted to clarify this for you as soon as possible as we have already been asked by several parents whether we will be taking the extra INSET day, or not.

Here is a reminder of the finishing times on the 18th December:

- Years 7 & 8 will have lunch as normal (12-12.30pm) and then return to their Tutor group to be registered. These students will then be dismissed on a staggered basis.
- Years 9, 10 and 11 will have their Tutor period as normal (12-12.30pm) and will also be dismissed on a staggered basis between 12.30-12.40pm.
- 6th Form dismissal will be staggered: Y12 will be dismissed after Tutor at 12.30pm and Y13 after Tutor at 12 noon.

Yours sincerely



David Herbert