

Date: 15th November 2017

Ref: CB/CH

Dear Parents/Carers,

Re: 21.12.2017 and 03.01.2018

I write to inform you of a change to the planned Inset day of 21st December 2017 as follows:

- **21st December** - school will be open on this day, but will be finishing at 12.30 p.m.
- **3rd January** - school will be closed for teacher's training.

Thank you for your continued cooperation.

Yours faithfully,



Colin Boxall
Interim Headteacher