

Interim Headteacher: Colin Boxall

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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.
- > 3<sup>rd</sup> January school will be closed for teacher's training.

Thank you for your continued cooperation.

Yours faithfully,

Colin Boxall

Interim Headteacher

