



23rd January 2023

Dear Parent/Carer

I write further to my letter of Friday in which I confirmed that college will close at 2.05pm tomorrow (Tuesday 24th January 2023) in order to allow staff to attend Mrs Burke's funeral.

Unfortunately, school buses cannot arrive early tomorrow, so if your child usually gets a bus home, then there are two options:

1. You may collect your child from college at 2.05pm and take them home, or
2. Your child can remain in college until 3.00pm supervised by college staff in the main hall. Your child will then get their usual bus home at 3.00pm.

As a reminder, we will ask staff to set your child work on Teams for period 5 and ensure that they have time to complete that with a suitable deadline.

Thank you all for your support and understanding with tomorrow's arrangements.

Yours faithfully

Simon Warburton
Principal