

Our ref: TSE/LTI

11<sup>th</sup> October 2019

Dear Parent/Carer

**Wednesday 16<sup>th</sup> October 2019**

We are writing to let you know that the majority of our staff will be involved in a Professional Development Training Session organised by the Cabot Learning Federation on Wednesday 16<sup>th</sup> October 2019, in Bristol.

The Academy will close to students in Years 7-10 at the end of Period 5 to allow staff to travel to Bristol for the session. These students will therefore be leaving school at 2.10pm instead of 3pm on this day.

Please note that Year 11 students will not be affected by this early closure, and will remain in the Academy until 3.00pm.

We understand this may cause some parents childcare concerns. If this is the case, please let us know via your son/daughter's tutor and we will arrange for your child/children to be looked after at the Academy until the usual 3.00pm finish time.

Yours sincerely



**Mr T Searle**  
**Principal**