



7 December 2017

Dear Parents/Carers

I am writing to confirm the arrangements for the last day of term, Tuesday 19th December 2017.

We will operate the same timings of the day as last year, as follows:

Registration:	09.00 – 09.15
Lesson 1:	09.15 – 10.45
Break:	10.45 – 11.05
Lesson 2:	11.05 – 12.05
Lunch:	12.05 – 13.20
Lesson 3:	13.20 – 14.00
Tutor Time:	14.00 – 14.20
End of day for pupils:	14.20 pm

The bus company has confirmed that buses will be on site for 14.20 pm. Pupils will be able to catch the 14.33 pm train to Kidderminster and 14.33 pm train to Birmingham.

We will also be having our Christmas Lunch on this day, which will cost £3.00 for pupils. Pupils will obtain their lunch via the cashless catering system so accounts will need to be topped up with enough money to purchase the meal. There will be other food options available on the day and pupils will be asked to indicate their meal choices during tutor time early next week.

I would also like to take this opportunity to invite you to our annual Carol Service, which will take place on **Thursday 14th December at 7pm**. The service will last approximately forty-five minutes and after the service, there will be the opportunity to enjoy refreshments at our Christmas Fayre.

At the Fayre, it will be possible for you to be able to purchase some Christmas gifts. We hope that stalls will include a bottle stall, hot chocolate, homemade Christmas cakes, hand crafted jewellery, Christmas hamper raffles and Christmas cards. All monies raised will go towards the funds being raised by the PTA to improve school facilities.

I do hope you will be able to support this event, as this is one of the spiritual and religious highlights of the school year.

Yours sincerely

Suzanne Horan
Principal