

Head of School: Mrs H Rigby BA Hons NPQH



**The Telford
Park School**

ENSURING EXCELLENCE

1st December 2020

Dear Parents/Carers,

Friday 18th December is the last day of the Autumn term. On this day, pupils will be finishing a little earlier than usual. As you are aware we are currently operating staggered departures therefore years 7, 10 and 11 will finish at 12.05pm and years 8 and 9 will finish at 12.35pm.

I hope this does not cause inconvenience. If for any reason you are not able to take responsibility for your child on this afternoon and would like them to remain on the school site until 2.35pm/3.05pm please could you complete the attached slip and return it via your child to the school pupil reception as soon as possible.

I would like to take this opportunity to thank you all as always for your continued support, to wish you an enjoyable and safe Christmas break and remind you that all students return to school on **Tuesday 5th January at the usual time with lessons starting at 8.25am for years 7,10 and 11 and 8.55am for years 8 and 9.**

Yours faithfully

Mrs H Rigby
Head of School

✂.....

Name of Pupil Year Group

I/we are unable to take responsibility for the above named pupil on 18th December 2020 when school closes for the Christmas Holidays and would like them to remain in school until 2.35pm / 3.05pm

Signed Parent/Carer

Date



The Telford Park School
Grange Avenue, Stirchley, Telford, TF3 1FA