

8th December 2020

Dear Parent/Carer,

**School closure and departure times for Friday 18th December 2020**

On Friday 18th December, school will be closing early for the end of term. This will enable deep cleaning to begin and preparations for the new term. It has been a challenging term for everyone and we hope that families will be able to enjoy their time together over the holiday period.

The primary staggered departure times are as follows:

Departure Time	Year Group
12:00 pm	Year R
12:10 pm	Year 1 and 2
12:20 pm	Year 3 and 4
12:30 pm	Year 5 and 6

Children in Year R, Year 1 and Year 2 will have lunch as normal under the Universal Free School Meals Scheme or their own packed lunch, provided by parents.

All children in Years 3, 4, 5 and 6 will require a packed lunch on this day. There will be no hot meals for key stage two children. If your child is in receipt of free school meals, Chartwell will provide a packed lunch for your child. Parents will need to choose their child's preferred sandwich filling option; separate details will be emailed to those parents shortly.

We will continue to operate a staggered departure system. Parents and carers who are collecting family groups from school should arrive at the departure time of the oldest sibling in the group.

The timings for secondary students are as follows:

Departure Time	Year Group
12:15 pm	Year 7 and 10
12:25 pm	Year 8 and 11
12:35 pm	Year 9, 12 and 13

Students in Years 7-13 will not be required to bring a packed lunch to school on this day.

Finally, we would like to wish all our students, staff, and wider community a safe and happy Christmas.

Kind regards,

Mr David James  
Principal