



raising aspirations, broadening horizons

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7 September 2018

Dear Parents/Carers,

Re: Year 7 and year 8 Wednesday Afternoon

I very much hope that your child has enjoyed their first week back at school. We have been delighted with the start that students have made to the new term.

I would just like to take this opportunity to remind you of the **new timings of the school day which we have re-printed on page 2** of this letter. Could I ask that you let us know in **writing** of your child's intentions on Wednesday afternoons when we have a shorter school day. Students are very welcome to stay on site or to go home early after assembly but we would like your choice in writing.

Please complete the form below so that we can keep a central register. Please note this permission will last for the duration of the school year. However, please do contact us at any point should you wish to make a change to this arrangement which we are always happy to accommodate.

Yours faithfully,

Nicolette Sorba
Senior Assistant Headteacher

Permission Slip: Please return to student reception by Tuesday 11th September 2018.

Student's Full Name: _____

Year Group: _____

Please tick ONE box.

- I give permission for my child to **leave the school site after assembly at 1.20pm**
- I give permission for my child to **leave the school site after lunch at 1.40pm.**
- I would like my child to **stay on the school site supervised until 3.40pm. They do NOT have permission to leave early.**

Parent/Carer Signature: _____

Timetable for 2018-2019 Year 7 and Year 8

	<u>Timing</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u> <u>8:15 Staff</u> <u>Briefing</u>
<u>Form</u>	8.30-8.45					House Assembly
<u>Period 1</u>	8.45-9.45					
<u>Period 2</u>	9.45-10.45					
<u>Break</u>	10.45-11.00					
<u>Period 3</u>	11.00-12.00					
<u>Period 4</u>	12.00-1.00					
<u>Lunch</u>	1.00-1.40			1.00: School Assembly 1.20: Lunch 1.40 End of school day (with permission slip returned)		
<u>Period 5</u>	1.40-2.40					
<u>Period 6</u> or <u>Enrichment</u>	2.40-3.40 End of school day 3.40		Enrichment	End of school day 3.40 (without permission to leave early)	Enrichment	End of school day 2.40

MONDAYS, TUESDAYS & THURSDAYS:

Please note that on Mondays, Tuesdays & Thursdays school finishes at **3.40pm.**

WEDNESDAYS:

Please note that on Wednesdays there is an earlier finish and those year 7 and year 8 students who have permission can then leave at **1.20pm** after assembly. All leaving students are very welcome to stay for lunch and will then leave at **1.40pm.** Year 7 and 8 students who remain onsite will be supervised by staff until **3.40pm.**

FRIDAYS:

Please note on Fridays school finishes at **2.40pm.**