



Ref: H/KDA/CHU/ShortenedDay/KS3Students

3<sup>rd</sup> September 2018

Dear Parents/Carers

**Monday Week 2 – Accommodation of Years 7 and 8 Students**

Further to our letter dated 19<sup>th</sup> July confirming the change to the school day on alternate Mondays commencing 10<sup>th</sup> September 2018, I write regarding the arrangements for Years 7 and 8 students.

As stated in the consultation documents, the school buses will depart at 2.00pm on Monday Week Two only. On these alternate Mondays, should any students in Years 7 or 8 need to stay in school to await transportation, then they will be accommodated up to the usual finish time of 3.00pm. Students who remain in school will be supervised in the ILC and will leave site via the main school reception at 3.00pm.

In order to facilitate this, we will need to know if parents require this service. **If you wish for your child to remain in school from 2pm until 3pm on these Mondays, please complete the reply slip below and return to school by Thursday 6<sup>th</sup> September 2018.**

This is necessary to ensure a student register may be kept and that we comply with Safeguarding and Health & Safety regulations. If we do not receive a reply slip, we will assume that your child will be leaving school at 2.00pm.

Yours sincerely

N Brearley (Mrs)  
Assistant Headteacher

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**Monday Week 2 – Accommodation of Years 7 and 8 Students**

Student: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

I wish to use the 'after-school service' and give permission for my child to remain in school between 2-3pm

Signed (Parent/Carer): \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete and return to Student Services for the attention of  
Kerry Dale by Thursday 6<sup>th</sup> September 2018**