

10th November 2023

Dear Parent/Carer

Key Dates and End of Term Arrangements

I am writing to remind you that on **Monday 20th November 2023** there will be **no tuition** due to a Staff Training Day in centre. For those students who attend external provision on a Monday, this will continue as normal.

On Friday 1st December there will also be no tuition due to our centre Occasional Day. For those students who attend external provision on a Friday, this will be cancelled.

Normal tuition and timetables will operate during the rest of the week on both occasions.

Autumn Term Report

Prior to Christmas you will receive your child's Autumn Term Report. We will be holding Learner Review appointments for all learners between Friday 15th and Tuesday 19th December. This will be an opportunity to discuss the progress of your child with their Link Mentor. Link Mentors will be in contact over the next 3 weeks to arrange your appointment time.

Your child breaks up for Christmas on **Wednesday 20th December 2023** at **12:00pm**.
First day of term 2024: **Thursday 4th January 2024** (as per timetable).

Should you have any questions please contact the centre on the phone number below.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dan Griggs', is written over a light blue scribbled background.

Dan Griggs
Head of Centre