

04 December 2018

Dear Parents/Carers

Thursday 20 December – early closure

I am writing to confirm that the school day will finish at 1:20pm on Thursday 20 December. There will be four x one hour lessons, with assemblies for years 7-10 taking place during the morning so students need to ensure they have the equipment they need.

We have contacted the bus companies and the following will apply:

- Anita's coaches are available to collect students for Bishop's Stortford drop-offs at 1:20pm.
- All other bus companies will collect students at 3:25pm as per usual.

If your child is unable to walk home and if you are unable to collect them we will make arrangements to keep them on site until 3:25pm. If this is the case can you please inform your child's form tutor?

The school will be taking part in a Candlelight Concert at St Michael's Church, Bishop's Stortford on Thursday 13 December at 7:00pm and we look forward to seeing you there.

May I take this opportunity to wish you all a very merry Christmas and a happy New Year!

Yours sincerely

Chris Ingate

Dr Chris Ingate
Principal

Principal - Dr Chris Ingate

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