

15 December 2025

Dear Parents and Carers,

As we approach the end of term and look forward to the Christmas season, I am writing to confirm the arrangements for the final day of term on **Friday 19th December 2025**. School will close at **12.00 midday**.

We will follow our normal schedule for **Coaching Time** and **Lessons 1 and 2**, as shown below:

- **Coaching Time:** 8.25 – 8.45
- **Lesson 1:** 8.50 – 9.40
- **Lesson 2:** 9.45 – 10.35
- **Break:** 10.35 – 10.55 – This will be an opportunity for students who receive free school meals to collect their lunch, which will consist of cold food options such as sandwiches.

To ensure a calm and orderly finish to the term, students will be dismissed in a **staggered format** towards the end of the morning:

Dismissal Time	Year Groups
11.45 am	Years 12 & 13
11.50 am	Years 9, 10 & 11
11.55 am	Years 7 & 8

This term has been a successful one, and we are proud of the way our students have demonstrated our core values of **Love, Hope, and Trust** in their learning and relationships. These values remain at the heart of everything we do, and we thank you for partnering with us to nurture them in our school community.

We would like to thank you for your continued support throughout this term. We wish all our students and families a peaceful, joyful, and restorative Christmas break, and we look forward to welcoming everyone back on **Tuesday 6th January 2026**.

Yours faithfully,

Ms E Marshall-Quamina

**DSL & VP of Behaviour and Attitudes**