



Queen Mary's Grammar School

Headmaster: T J Swain, M A

13th November 2017

TO ALL PARENTS

Dear Parent

Notification of 3.10pm finish on Tuesday, 28th November

On Tuesday, 28th November we will be holding our first cross-school twilight training session. This will involve teachers and associate staff moving between schools to attend various workshops and training events that appertain to their posts and duties.

Unfortunately, as our School finishes significantly later than all the other in the Multi Academy Trust we will need to close at 3.10pm on this day, to facilitate the movement of staff.

Any pupils who catch the green bus will be able to catch it at 3.15pm on this day.

All other pupils should leave the site at 3.10pm with exception of those attending the Homework club or sign language course.

There will not be any U12 or U13 rugby training on this day and the sports fixtures have also been cancelled. Music rehearsals will also not run on this date. Homework Club will be available at the usual cost but please book this session via ParentPay in advance.

I hope these arrangements will not cause too much inconvenience to families, and I thank you in advance for your co-operation.

Yours sincerely

Richard Langton
Head of School


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Please detach and return to school via your son/daughter by Thursday, 23rd November 2017

I confirm that I have read the letter concerning the arrangements for the MAT staff training evening on Tuesday, 28th November 2017

Signed: Date:

Parent of: Form:

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