

10<sup>th</sup> 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 1<sup>st</sup> 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 15<sup>th</sup> and Tuesday 19<sup>th</sup> 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 2023** (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'.

Dan Griggs  
Head of Centre