



GENERAL LETTER SENT BY INTOUCH

14th February 2019

Dear Parent/Carer

On **Wednesday 6th March** the school will close early at 1.30pm for INSET training and monitoring focussing on teachers' marking and assessment practice. In this time, staff will meet with their managers to monitor standards and moderate assessment marks.

There will also be another early closure in this school year on **Wednesday 19th June**, again devoted to marking and assessment INSET sessions.

The school timetable will be changed on these days with the following timings:

	Years 7-8
Registration	8.30-8.35
Period 1	8.35-9.35
Period 2	9.35-10.35
Break	10.35-10.55
Period 3	10.55-11.55
Lunch	11.55-12.25
Period 4	12.25-1.25
Registration	1.25-1.30

	Years 9-13
Registration	8.30-8.35
Period 1	8.35-9.35
Period 2	9.35-10.35
Break	10.35-10.55
Period 3	10.55-11.55
Period 4	11.55-12.55
Lunch	12.55-1.25
Registration	1.25-1.30

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Mr Sambrook, Assistant Headteacher

