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Headteacher: Mrs J Hadlow  
*A Colfe's Associate School*

**6<sup>TH</sup> July 2022**

**RE: Early School Closure supporting Year 11 graduation (13<sup>th</sup> July 2022)**

**Dear Parent/Carer**

As you may be aware, our annual graduation for Year 11 students and their families is on Wednesday 13<sup>th</sup> July and I am sure you will all appreciate the importance of the event and the work that goes into preparing for it. Therefore, in order to allow the school to be properly prepared for our Year 11 graduation, the school day will run slightly differently on Wednesday 13<sup>th</sup> July 2022 for all Year 7,8,9 and 10 students. We will offer a 'brunch service' where students can use their free school meal allowance to buy hot food.

Lessons will run as normal until 12:15 where senior leadership and Heads of Year will begin a phased dismissal of all students. At this point, students will be dismissed according to the timings below from the **front of the school**, so that we dismiss in a clam and orderly way.

<b>Year</b>	<b>Time</b>	<b>Exit point</b>
Year 9	12:15	Front Entrance
Year 7	12:18	Front Entrance
Year 10	12:20	Front entrance
Year 8	12:23	Front entrance

We look forward to seeing all our students on Thursday 14<sup>th</sup> July at the normal time of 8:30am for registration with their form tutors.

Yours faithfully

*S. Aylward*

Dr S Aylward  
**Assistant Headteacher**