

1st December 2017

**Parents/Guardians
Of TQEA Students**

Dear Parents/Guardians

Last day of term arrangements

On the last day of term, 22nd December 2017, we have made some changes to our school day to accommodate our planned festive activities to celebrate the Christmas period. Our Year 7 and 8 will be attending a community church service in the morning and the timings of lessons have been slightly changed. **All students will have an early lunch and then a short tutor time finishing at 1.05pm.**

Buses will run at their usual time throughout the day. We understand the 48 will leave local stops at approximately 1.10pm and 1.25pm, however the 766 to Baddesley goes at 12.55pm or 2.35pm. If your child uses the 766 service and you would like them to leave at 12.35pm, so that they are not waiting in town for too long, please call reception and ask for a special pass to be made up.

Some taxis may collect earlier if requested, please check (well in advance of the last day of term) to see whether your child's taxi will be picking them up at 1.05pm or whether you need to collect them.

As we have no formal information for travel, please ensure you have independently checked your own child's travel arrangements for the day and if necessary make arrangements for them to get home.

We wish you all a wonderful build up to the festive season. Please come and join us, if you can, on:

- Thursday 14th December 5.30-7.30pm for our Christmas Fayre, run by our Junior Leadership Team, with proceeds to Birmingham Children's Hospital and our Parent Teacher Association.
- Wednesday 20th December at 6pm for our Family Christmas Classic Movie Night. This year we are showing Home Alone and entry is free for all students attending with a parent or guardian, a sign-up sheet will be available in reception, secure your seats before we run out!

We look forward to seeing you at our events.

Yours sincerely



Mr Dan Watts
Principal