

9th December 2019

**Parents/Guardians
Of TQEA Students**

Dear Parents/Guardians

Last day of term arrangements

On the last day of term, Friday 20th December 2019, we will be finishing early for our students, staff and families to celebrate and enjoy the Christmas period together.

The first 3 lessons take place as usual, then at 12.05pm students will have lunch followed by tutor time at 12.45pm. At 1pm students will depart from school for the Christmas break.

Buses will run at their usual time throughout the day. We understand the 48 will leave local stops at approximately 1.07pm and 1.27pm, and the 766 to Baddesley now departs at 1.34pm. The 766 goes from the bus station in town and students will need to make their way there if the 766 is their usual mode of transport.

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 any school 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 able, on Tuesday 17th or Wednesday 18th December at our school evening performances of Matilda which are not to be missed. Bring the whole family and enjoy the show put on by our talented students, you can purchase your tickets via ParentPay.

We are having a Christmas jumper day, with £1 donations to charity, on the last day of term, please remember jumpers only replace blazers and students' school shirt, tie and skirt/trousers still need to be worn.

Yours sincerely



Mr A Wilson
Executive Principal