

7th December 2020

**Parents/Guardians
Of TQEA Students**

Dear Parents/Guardians

Inset day and early finish at the end of term

Please be reminded that this Friday 11th December will be a training day and school will be closed for students.

On the last day of term, Friday 18th December 2020, we will be finishing early for our students, staff and families to celebrate and enjoy the Christmas period together.

The first three periods of the day will be held as per timetable with students having an earlier lunch at 12:25pm. Students will then attend a short registration before departing at 1:05pm for the Christmas break.

Buses will run at their usual time throughout the day. We understand the 48 will leave local stops at approximately 1.14pm, and the 766 to Grendon for Baddesley will leave at approximately 1.34pm. The 766 goes from the bus station in town and students will need to make their way there at the end of school if the 766 is their usual mode of transport.

Some taxis may collect earlier if requested, please check in advance to see whether your child's taxi will be picking them up at 1:05 pm.

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.

If your child cannot get home please let us know and we will supervise students until 3:05pm as per the normal school day. To access this provision please contact the reception or email info@tqea.org.uk.

Please be reminded that school re-opens on Monday January 4th 2021.
Thank you for all your support in 2020.

We wish you all a wonderful Christmas period and a Happy New Year!

Yours sincerely



Mr Neil Harding
Principal