



# The Kingswinford School

**A part of the Windsor Academy Trust**

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Company registration no: 07523436  
Place of registration: England

Our Ref: TM/pg

TM letters / Inset Day 2018

Wednesday 20<sup>th</sup> June 2018

Dear Parent/Carer

## **INSET day and Leavers' Day next week**

Next week we have a slightly disrupted week and I would just like to confirm arrangements and ensure that you are aware of the school's plans and timings.

On Monday, we have one of our annual 'In Service Training' days (INSET day) shared with one of our partner schools. As a consequence, the school will be closed to students on Monday 25<sup>th</sup> June for the whole day. Unfortunately, as our training involves all staff, our reception staff will also be unavailable, although messages can be left and will be attended as soon as possible on Tuesday morning.

On Wednesday 27<sup>th</sup> June, we are inviting our Year 11 students to return for the afternoon for their Leavers' Assembly and celebrations. Whilst we intend to minimise the impact on other Year Groups, we do like to afford all staff the opportunity to wish our Year 11s well and say their goodbyes. For this reason, the school day will end at 2.20 pm and students in Years 7 to 10 will be permitted to go home at that time. The school will remain open and should you wish us to arrange to supervise your son or daughter until 3.10 pm please contact the school and let us know.

I do hope that these arrangements do not cause undue inconvenience and thank you in advance for your understanding.

Yours faithfully

Tom Macdonald  
Headteacher

