

Westbourne Academy

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Principal - Mr Garry Trott

Our ref: GTr/EPe

7 December 2016

Dear Parent/Carer

ARRANGEMENTS FOR END OF AUTUMN TERM: TUESDAY 20TH DECEMBER 2016

I am writing to inform you about the arrangements for the end of term on Tuesday 20th December 2016.

Students will follow their normal timetable for periods 1, 2 and tutor time. Lesson 3 will be shortened to 40 minutes. At 11.50am the bell will ring and students will go to their tutor bases before attending a whole school assembly in the sports hall. At approximately 1.00pm, students will be dismissed from assembly to collect their bags and coats before they leave the academy site. Please note that there will be no extra-curricular clubs or after school detentions set for the last two days of term.

Those students who are entitled to a Free School Meal that would like lunch on Tuesday 20th December should notify us by **Wednesday 14th December**. This will be made available for collection at morning break instead of at lunch. (Please return the slip below to Student Services).

There is only one non-pupil (staff training) day remaining this academic year and this is on Wednesday 4th January 2017. Students return to school on Thursday 5th January 2017 (week 1 of timetables) and must report to their tutor bases on arrival.

May I take this opportunity to wish you and your family a peaceful Christmas and a joyful New Year.

Yours sincerely

G Trott - Principal



PLEASE RETURN THIS SLIP TO STUDENT SERVICES BY WEDNESDAY 14TH DECEMBER

My child is entitled to a free school meal and would like one on Tuesday 20th December 2016 at morning break.

Student Name: _____ Form: _____

Signed: _____ (Parent)





Information

This is a letter about important school information. If you are unable to read this information because English is not your first language, please ask someone who speaks English to contact the school on 01473 742315 or email office@westbourne.atrust.org.uk

Lietuvių kalba/Lithuanian - Informacija/General information

Tai laiškas apie svarbią mokyklos informaciją. Jei negalite perskaityti šios informacijos, nes anglų nėra jūsų gimtoji kalba, kreipkitės į ką nors, kas kalba angliškai arba kreipkitės į mokyklą 01473 742315 arba el

office@westbourne.atrust.org.uk

Polski/Polish - Informacja/information

Jest to pismo o ważnych informacjach o szkole. Jeśli nie możesz przeczytać tej informacji, ponieważ angielski nie jest twoim pierwszym językiem, poproś kogoś, kto mówi po angielsku, lub skontaktuj się ze szkołą 01473 742315 lub e-mail office@westbourne.atrust.org.uk

Em português /Portuguese - Informações/information

Esta é uma carta sobre informações importantes sobre a escola. Se você é incapaz de ler esta informação, porque o Inglês não é sua língua nativa, por favor, pergunte a alguém que fala Inglês deve contactar a escola 01473 742315 ou e-mail office@westbourne.atrust.org.uk

Limba română/Romanian - Informații/ General information letter

Aceasta este o scrisoare cu privire la informații importante școlare. Dacă nu puteți citi această informație pentru că engleza nu este prima limbă, vă rugăm să întrebați pe cineva care vorbește limba engleză trebuie să contacteze școala 01473 742315 sau e-mail office@westbourne.atrust.org.uk