

5 December 2018

Dear Parent / Carer

RE: End of Term Arrangements

As we approach the end of our first term, I would like to take the time to write to you to confirm the end of term arrangements.

Friday 21 December will be a non-uniform day for staff and students. Students wishing to wear non-uniform are asked to bring a voluntary £1 donation which will be given to charity. Donations will be collected by form tutors during form time.

On the final day of term, Friday 21 December, the Academy will close at 12.40pm. If you would prefer your son / daughter to be supervised until 2.50pm, please let us know by filling in the reply slip below and returning to Student Services by Wednesday 19 December. If we do not receive the signed form below, we will expect that you have made arrangements with your child to leave school at 12.40pm.

School will reopen for students at 8.30am on **Monday 7 January 2019**.

On behalf of everyone at The Farnley Academy, I wish you and your family a very merry Christmas and a happy New Year.

Yours faithfully



Mr C Stokes
Principal

Student Name: _____ **Form Group:** _____

I would like my child to remain in school at the end of the day until 2:50pm.

My child will require a school lunch / My child will bring a packed lunch **[delete as appropriate]**

Signed: _____ **Date:** _____

Please return this form to student services no later than Wednesday 19 December.