

4 December 2020

Dear Parents/Carers,

End of term (18th December) – Early finish

As would usually happen at the end of term (Easter, Summer and Autumn), we will be finishing school early on Friday 18th December when we break up for the Christmas and New Year period.

Leaving times will remain staggered (based upon surname alphabetically) over a 30-minute period to avoid unnecessary congestion at the end of the day.

Pupil collection times will be as follows:

Group 1: **13:30 – 13:40 Surnames A – H**

Group 2: **13:40 – 13:50 Surnames I – P**

Group 3: **13:50 – 14:00 Surnames Q – Z**

Our nursery arrival and departure times will remain unchanged. Our designated collection/drop-off points are also still the same.

Kids Club will remain open until 5:30pm as normal. Should you require childcare, this should be booked in advance via ParentPay.

Should you have any queries, please do not hesitate to contact us.

Yours faithfully

Mrs B Rundle
Head of School

T: 01726 75858

E: hello@sandyhill.org.uk W: www.sandyhill.org.uk

Sandy Hill Academy, Sandy Hill, St Austell, Cornwall PL25 3AT

A Company Limited by Guarantee. An Exempt Charity

Registered in England & Wales - Company No. 07387540

Registered Office: Aspire Academy Trust, Unit 20, St Austell Business Park, St Austell, Cornwall PL25 4FD