

5 January, 2012.

Dear parents,

As part of our ongoing commitment to continuous improvement, we have devised an action plan firmly centred on teaching and learning in order to further improve teaching and learning and raise standards of attainment. I am very pleased that the LA is working with us with to provide the training and support necessary to achieve these key goals.

In order to facilitate this, governors have agreed to **two afternoon closures** this term so that staff can receive additional quality training and also have opportunities to share some of the excellent practice within our school community.

The two dates are **Wednesday 25 January** and **Friday 10 February**. The school will be closed to students from **1330** on both days.

The 25 January coincides with year 10 work experience and 10 February is the Friday before half term. We have chosen these dates to minimise, as far as possible, the impact on learning. However, I apologise for any inconvenience these arrangements may cause you.

With best wishes.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Ferguson', written in a cursive style.

Jim Ferguson.

Principal.