

Our Ref: JS/JS

8 September 2020

Dear Member of the Trinity Community

We are holding Academy Consultation Coffee Mornings on

Monday 14 September either 9.15am or 10.30am

Tuesday 15 September either 9.15am or 10.30am

Thursday 17 September either 9.15am or 10.30am

Friday 18 September either 9.15am or 10.30am

IT IS ESSENTIAL THAT YOU BOOK A DATE AND TIME BY emailing trinityschooloffice@welearn365.com and that you state the information below.

This is to ensure that we fulfill our obligations under the COVID risk assessment and for track and trace purposes.

I need to know:

Your name	Your child	Tutor group	Your email address	In what capacity are you booking this appointment e.g. parent or other

You will receive a confirmation email detailing your coffee morning time/date.

Kind regards

Joanne Sturgeon

Head's PA