



JBM/jm

12<sup>th</sup> December 2018

Dear Parent/Guardian

**End of Autumn Term – Sixth Form**

You will be aware that we are officially finishing for the Christmas holidays on Thursday 20<sup>th</sup> December at 12.20pm. On this day, however, we will only have two hours of normal teaching, as there are Celebration Assemblies for students in Years 7, 8, 9, 10 and 11.

The Sixth Form team have decided this year that the Sixth Form students may appreciate having the time to study at home and begin their Christmas holidays early, by finishing on **Wednesday 19<sup>th</sup> December**. Should you wish your son/daughter to remain in school until 12.20pm on Thursday 20<sup>th</sup> December, they can do so, and I would ask that you complete and return the reply slip below, by **Monday 17<sup>th</sup> December**; otherwise, we will assume they are remaining in school until 20<sup>th</sup> December. You can also reply via email, using [parentcontact@sandyupper.net](mailto:parentcontact@sandyupper.net). If you would like to discuss this with me, please do not hesitate to contact me.

I would like to take this opportunity of thanking all students and parents/guardians for your support, and wish all students success in their forthcoming examinations.

Yours faithfully

Mr B Matthews  
Head of Sixth Form

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**SANDY UPPER SCHOOL  
END OF AUTUMN TERM – SIXTH FORM**

Name: .....

Form: .....

I\*/we\* give permission for the above student to start study leave on Wednesday 19<sup>th</sup> December.

Signed (Parent/Guardian): .....

Date: .....