

Headteacher: Mr Ben Penfold

Dear Parents and Carers,

17th November 2025

I am writing to inform you of an important change to our school calendar.

We have recently received the sad news of the passing of a former member of our staff who made a significant contribution to our school community during their time with us. Many of our current staff worked closely with them and would value the opportunity to attend the funeral and pay their respects.

To support this, we will be moving our scheduled INSET day from Monday 24th November to Wednesday 26th November. This will mean students will be expected in school as normal on the Monday, but school be closed to all students next Wednesday.

We understand that changes to planned dates can be inconvenient, and we apologise for any disruption this may cause. We hope you will understand the importance of allowing staff to come together at this time.

If you have any questions or concerns regarding this change, please do not hesitate to contact the school office.

Thank you for your understanding and support.

Yours sincerely,

Ben Penfold
Headteacher

