



27<sup>th</sup> November 2019

Dear Parent/ Carer,

**Early Closure – Wednesday 11<sup>th</sup> December 2019**

At Dame Elizabeth Cadbury, one of the ingredients to our continued success is the excellent training we provide to staff. We work hard to ensure we are always at the forefront of developments ranging from safeguarding to supporting pupils to achieve the very highest grades in their GCSEs.

Precisely timed professional development relating to the new GCSE specifications is vital and has been a key ingredient in our excellent examination results. Development of curricula, moderation and training for teachers in supporting all children to achieve excellent outcomes are foci best achieved at this point in the academic year. To enable this to happen effectively, school will close early on Wednesday 11<sup>th</sup> December to enable an intensive staff training afternoon. Pupils will complete their day as normal up to the end of period 3 and will then go to form and be dismissed from school at 12:40.

Pupils who receive free school meals will be able to collect a packed lunch from the canteen – please complete and return the slip below if your child would like a packed lunch and ask your child to return it to the red postbox no later than Wednesday 4<sup>th</sup> December.

Please don't hesitate to contact us if this causes a challenge for you with childcare and we will provide a supervised space for pupils to work in should you require them to stay in school until 15:05. We apologise for any inconvenience this may cause.

Thank you, in advance, for your continued support.

Yours faithfully,

Mr M. Dunn  
Head Teacher

**Dame Elizabeth Cadbury**  
**Return to the red postbox by Wednesday 4<sup>th</sup> December**

Pupil Name \_\_\_\_\_ Form \_\_\_\_\_

My child would like a packed lunch provided on Wednesday 11<sup>th</sup> December ( ) please tick

My child requires a supervised space to work on the afternoon of Wednesday 11<sup>th</sup> December ( ) please tick

Signed \_\_\_\_\_ Date \_\_\_\_\_

