

16th September 2022

Dear Parents/Carer

I am writing to inform you that due to a regional teacher training event being hosted in our Sixth Form, **there will be a change to the college day for Year 12 and 13 students on Thursday 22nd September 2022** as follows:-

**Year 12**

- Periods 1-3 lessons will take place virtually via Microsoft Teams
- Periods 4-5 will be normal lessons in college

**Year 13**

- Periods 1 and 2 lessons will take place virtually via Microsoft Teams
- Students should make their way to college ready for college photographs at 12.30pm
- Periods 4-5 will be normal lessons in college

Please accept my apologies for any inconvenience this may cause.

Yours faithfully



**Mr I Smith**  
**Headteacher**