

Friday 19th October 2018

Dear Parents and Carers,

Re: Changes to the school day

Thank you for taking part in the school day survey which was part of the consultation to finish earlier on Wednesdays and Fridays. From the responses we have had, 70% of parents were in favour of this. We will be implementing this change the first week back after half term.

As you are aware that we have staff training on Wednesday 7th November so the earlier **3.15pm** finish will take affect from **Friday 9th November**.

Going forward Seva School will close at 3.15pm every Wednesday and Friday.

For pupils travelling home by school transport, the **coaches will depart from Seva School at 3.25pm** to arrive at their destination in accordance with the usual journey time.

Yours faithfully,

Julie Griffiths

Head of School