

Dear Parents and carers

We are writing to inform you that there will be **two additional INSET (In-Service Training) days** added to the next year's academic calendar. These days are essential for staff development and will support our ongoing efforts to provide the best possible education for your children.

To help us minimise any inconvenience to families, we would like to ask for your preference regarding the scheduling of these days.

For day 1, we are considering either:

- **Friday 24th October**, or
- **Monday 3rd November**

For day 2

- **Monday 23rd February**, or
- **Friday 27th March**

Please let us know which date would be more convenient for your family by completing the Microsoft forms below.

<https://forms.office.com/Pages/ResponsePage.aspx?id=h0du62ko3EmQKrW2JFLIPqrNnRIOvMRJoQtoWlziVY9UQU1ROFMwMjdINTSSU00SU5DRFhTSIM1Qy4u>

We value your input and will take your feedback into consideration before confirming the date. As soon as we are able we will confirm the dates for both days.

Thank you for your continued support.

A handwritten signature in blue ink, appearing to read 'V Buckland'.

Victoria Buckland
Headteacher