

Colmers Farm Primary School

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Executive Head Teacher: Mrs H. Pulley
Head of School: Mr J. Wright
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Friday 17th November 2017

Dear Parents/ Carers of Reception Children

Re: Closure of Reception Unit; 24th November 2017

On Friday 24th of November 2017, all staff in our Reception Unit will be visiting Parkfield Community School, an outstanding Primary School in Birmingham to observe their Reception Classes.

This is an excellent opportunity for us to ensure your children are receiving the best possible education here at Colmers Farm.

In order for this to happen and for us to release our staff for the day, **Beech and Cherry classes will be closed to children on Friday 24th November.**

Any child aged 5 years, has a legal entitlement to education on this day and for those 12 children, provision will be made to accommodate them in school if you so wish.

Please confirm with Mrs Chatwin by Wednesday 22nd November, if you would like your 5 year old child to attend school on Friday 24th November.

We thank you for understanding the importance of us accepting such a good opportunity for our staff.

Regards,

Mrs Hazel Pulley
Executive Headteacher

Mr James Wright
Head of School