

19<sup>th</sup> April 2024

Dear Parents and Carers,

**Re: Additional School Training Day – Friday, July 5<sup>th</sup> 2024**

This letter is to inform you of an additional staff training day on **Friday, July 5<sup>th</sup> 2024** and Queen Katharine Academy will be closed on that day, with appropriate work being set for pupils to complete at home.

The day will be dedicated to focussing on our approach to teaching and learning and improving the quality of classroom practice and support to our pupils, leading to even greater progress in their academic and personal development. By devoting the day to thorough training, our staff will be well-equipped to provide your child with an even richer learning experience.

We firmly believe that this training day is crucial as we implement exciting changes designed to further improve the quality of education offered at Queen Katharine Academy. However, we recognise that scheduling changes can pose challenges, particularly for families with childcare needs. Therefore, we are pleased to offer a solution. For parents who require childcare assistance on July the 5<sup>th</sup>, we will provide a supervised space within the school premises. We must stress that this provision is on a limited basis and is only available where there are no other options for childcare. However, you will need to arrange for a packed lunch to be brought by your child as we are unable to provide catering facilities on that day.

To secure a place for your child on this day, please complete a request by clicking the link provided below or complete the attached form at the bottom of this letter and return to Lexy Wells at Queen Katharine Academy.

<https://forms.office.com/e/MQXwt984jM>

For those children in receipt of Free School Meals, we will allocate a voucher to the standard value of the Free School Meal.

We appreciate your understanding and continued support. We are confident that the professional development time allocated, combined with the dedication of our staff, will further enhance the learning experience for all our pupils.

Yours sincerely

Scott Hudson  
**Chief Executive**

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Request for a supervised place at Queen Katharine Academy on 5<sup>th</sup> July 2024

Name of child .....

Year Group .....

Signed (parent/carer).....