



8 December 2016

Dear Parent/Carer

### End of term arrangements

In line with normal practice, the Academy will be closing for the Christmas break at **12.55 pm** on **Tuesday 20 December**. Our buses have therefore been re-scheduled as detailed overleaf.

We shall expect full attendance from all students through to Tuesday 20 December. Even though Christmas activities are planned for the final day, any absences will affect your child's overall attendance figure. We may need to quote this in any reference we provide for Year 11, for example.

If you have older children at Retford Post 16, please be aware that the Post 16 Centre finishes at 3.15 on Friday 16 December: as a joint provision with Retford Oaks, we need to synchronise as many of our Inset Days as possible, which is why Years 12 and 13 finish slightly earlier than everyone else. (It gives them an extra two days to revise for their exams straight after the holidays!)

May I take this opportunity to remind you of the huge range of Christmas activities that are scheduled in the run up to the end of term:

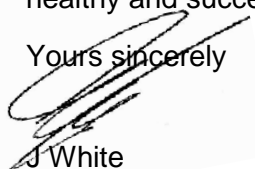
- Tuesday 13 December: Elizabethan Family of Schools Carol Service at St Swithuns (6.00 pm)
- Wednesday 14 December: Academy Christmas Concert (6.00 pm)
- Thursday 15 December: PTSA Family Christmas Concert (1.50 pm)
- Thursday 15 December: PTSA Year 7 and 8 Christmas Party and Disco (6.00 pm)
- Friday 16 December: Christmas Jumper Day. Students are expected to wear normal uniform, but may pay £1 to wear a Christmas jumper instead of their blazer. All money raised goes to Save the Children.

### New school term

School re-starts at 8.45 on Wednesday 4 January 2017.

On behalf of all at The Elizabethan, may I wish you an enjoyable and relaxing holiday and a happy, healthy and successful New Year.

Yours sincerely

  
J White  
Vice Principal

Principal: Mrs Christine Horrocks BSc (Hons) NPQH Chair of Governors: Dr Derek Cheetham

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## Bus Information for Tuesday 20 December – 12.55 pm Early Closure

Bus Operator	Bus	Action
KETTLEWELLS	991	To be provided for 12.55 finish
KETTLEWELLS	994	To be provided for 12.55 finish
KETTLEWELLS	100	To be provided for 12.55 finish
MOXONS	993	To be provided for 12.55 finish
UNITY	793	To be provided for 12.55 finish

**All buses will leave at 13.00 prompt. Due to other commitments, they cannot wait for latecomers.**

### Normal Service Buses

GEM MINI TRAVEL	195	No service available – <b>See below.</b>
STAGECOACH	27*	Leaves Randall Way Park, Hallcroft at 12.51 – Students will be dismissed from school at 12.30 to catch this bus.
STAGECOACH	29*	Leaves Retford North Road at 12.57 - please note this bus will not stop at Torworth or Ranskill - students who would normally get off at these stops will be able to catch the Stagecoach 99 at Retford North Road at 12.47 – students will be dismissed from school at 12.30.
STAGECOACH	42*	Leaves Retford Bus Station at 13.35
STAGECOACH	97*	Leaves Retford Bus Station at 13.30

\*For Health & Safety reasons, students catching the 27 and 29 must sign out at Reception before leaving school. They will make their own way to the appropriate bus stop. Students catching the 42 and 97 will be dismissed at 12.55 and will make their own way to the bus station.

195 bus – students who travel on this bus will be transported home via the school minibus.

Students requiring transport home must wait at the front of reception at 1.00pm. To confirm your child requires transport, please complete the slip below stating where your child gets off the normal school bus and return the slip to Mrs Glaister in the Pastoral Office by **Friday 16 December.**



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### Early Closure Request for students requiring transport on the 195 bus

I wish to confirm that my child ..... requires transport home via the school minibus on Tuesday 20 December.

**Destination:** .....

**Signed:** ..... **Parent/Carer**

**Please return to Mrs Glaister in the Pastoral Office by Friday 16 December.**