

# Woodland Primary School

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**Headteacher:** Mrs M Dodson



Monday 4<sup>th</sup> November 2024,

Dear Parents and Carers,

I hope this letter finds you well. I am writing to inform you of an important change to our school closure date for staff INSET.

Initially, school was planned to be closed for staff training on Monday, 6th January 2025. However, due to a change in our training schedule and availability of the external trainers delivering our training, we need to move this closure date to Friday 29th November 2024.

This means that Woodland Primary School will now be closed to pupils on Friday 29th November 2024, but we will now be open to pupils on Monday 6<sup>th</sup> January 2025, following the Christmas break.

I understand that this change may cause some inconvenience, and I apologise for any disruption it may bring to your family's plans. Please be assured that we have made this decision with the best interests of our pupils and staff in mind.

If you have any questions or concerns, please do not hesitate to contact the school office, and we will be happy to assist you.

Thank you for your understanding and continued support.

Yours sincerely,



Michelle Dodson

Headteacher, Woodland Primary School

