

Oaks Primary Academy

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Principal: Mrs Jane Tipple

Executive Principal: Mrs Debbie Biggenden



11 December 2018

Dear Parents/Carers,

RE: Closing Early on the Last Day of Term

We will be closing the Academy at **1.30 pm** on **Wednesday, 19 December 2018**. We appreciate this may be short notice for some parents so we would be grateful if you could complete the form below to confirm that you are able to collect your child/ren at this time. Otherwise, please confirm on the slip that you will collect your child/ren at 3.10/3.15 pm as normal.

Thank you for your cooperation.

Closing Early on the Last Day of Term (Wednesday, 19 December 2018)

Name of Child: _____

Year: _____

I will be collecting my child/ren at 1.30 pm on Wednesday, 19 December 2018.

I will be collecting my child/ren at the normal time on Wednesday, 19 December 2018.

Signed: _____

Date: _____