



WESTFIELD
ACADEMY

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Headteacher: T.Body BA (Hons), MA

Dear Parent/Carers

Just a reminder that Friday 5th April is the end of the Spring term. Students will be **finishing** at the earlier time of **12:30pm** on Friday.

If your child travels on the school bus, you will be required to contact Mrs Lewis on Ext: - 1101 if you need to discuss alternative arrangements.

Students who travel by Taxi, will be required to contact the Taxi Company to notify them of the amended time.

The canteen will only be open at break time for sandwiches, hot snacks and drinks. If your son/daughter is eligible for Free School Meals, it can be used at this time. **Lunch will not be available.**

At present we still have a large amount of lost property, this can be collected from the Admin Office, therefore if your child has lost anything this term, please ensure they come to the Admin Office as any items not collected by the end of day Friday 5th April, will be taken to a local charity shop.

If your child has a school locker, please ensure that they empty their locker, as all lockers are due to be cleaned over the break. Any lockers left locked, will have the locks removed and the contents will be disposed of.

Summer Term - Students will be returning to school at the normal time on Wednesday 24th April.

May I take this opportunity to wish you all a lovely break, and look forward to seeing the students in the Summer term.

Kind regards

Main Admin Office