



Oakwood Primary Academy



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Monday 27th November 2023

Dear Parents and Carers

RE: Change of school opening hours

I am writing to give your further information regards the potential change of school opening hours. You'll remember that we have sought the views and opinions of all our stakeholders, including parents, and school staff.

We have now completed conversations with staff, and as a result of this, have been able to establish their potential work patterns. We are now putting the finishing details in place as to how our school week would look.

It is our intention that school will be open for all pupils from 8:30am – 3:30pm Monday – Thursday. On Friday school will be open from 8:30am – 12:50pm. We will ensure that all pupils have had their lunch before they leave at 12:50pm.

We will be writing to you in due course asking for further information from yourselves regards the Friday afternoon childcare provision, should you need it. As we put final plans in place, ensuring that the needs of all pupils and staff are met, we are working toward a possible start date of Monday 29th January 2024.

I will, of course, keep you updated on any changes or adjustments. If you'd like to discuss anything related to this matter, please do not hesitate to get in touch.

Thank you,

Katie Hammond
(Head of School)

