



Let your light shine

12 December 2011

Dear Parent/Carer

Re: Last Day of Autumn Term – Friday 16 December 2011

As you aware this week is '**Enterprise Week**' at St Matthew Academy. The final day of this week will be our Christmas celebrations on Friday 16 December 2011.

During this day, students will celebrate their achievement throughout the term as a "House" as well as participating in award ceremonies for their Key Stage.

There will be an early closure on the day for the whole Academy. **All** students (both **primary and secondary**) will finish the day at **1:00pm**, after meals are served. Secondary lunch will be available from 12:00pm for those students. Secondary students who wish to leave at 12:00pm will be allowed to do so.

Secondary students, who normally collect younger brothers and sisters, may collect them when they finish their day between 12:00pm and 1:00pm. Parents/Carers must however pick up primary students at 1:00pm, the official close of school, in the normal way.

Please note that there will be **no afterschool clubs or revision sessions on Friday 16 December 2011** and the **site will be closed at 1:15pm**.

Have a Merry Christmas and a Happy New Year.

Yours sincerely

Mr S October
Deputy Principal (Student Care)