

WEJ/SH

15 January 2018

Dear Parent / Carer

I am writing to thank you for your support in raising standards at Manor Community Academy. This is beginning to impact on student learning and progression.

I would like to inform you that after the Easter holiday the Academy day will begin as usual at 8.30 a.m. with **students expected on site at 8.25 a.m. ready to start. The day will end at 2.45 p.m.**

**In September 2018**, the Academy day will begin at 8.30 a.m. (Students on site by 8.25 a.m.) **but the day will end at 2.30 p.m.**

These arrangements will **not** affect the students' entitlement of 25 hours curriculum time.

If you have any queries regarding this matter, please do not hesitate in contacting my PA, Mrs Heslop.

Thank you in anticipation of your continued and valuable support.

Yours faithfully

**Mr W E Jordon CBE**  
Associate Executive Principal