



Eastbrook School

Friday 16th September 2022

Dear Parent/Carer

I'm writing to you to update you on two key changes and updates:

1. Changes to the end of the day

From **Tuesday 20th September**, all students (Year 8 through to sixth form) will be dismissed at the same time; **3.15pm**. The only exception to this is Year 7, who will be dismissed as usual at **3.10pm**.

2. Appointments

If you would like to meet with a member of staff, be it a head of year or a member of SLT, **please telephone ahead of time to make an appointment to see them**. The reception staff will take a message and pass it on so that a mutually convenient time can be arranged. It is extremely difficult to see a parent/carer who comes to reception and would like to see someone immediately. This is because staff have very busy timetables teaching, in meetings or supervising students.

Many thanks for your cooperation with this.

Best wishes

Avani Higgins
Headteacher

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