



# Holly Lodge High School

College of Science

Holly Lane  
Smethwick

West Midlands

B67 7JG

Tel: 0121 558 0691

Fax: 0121 558 6136

Email: [info@holly-lodge.org](mailto:info@holly-lodge.org)

Website: [www.holly-lodge.org](http://www.holly-lodge.org)

Headteacher: Mr Paul Shone BA (Hons) MA

PSH/LAS/Training & PD Day January 2020

7<sup>th</sup> January 2020

Dear Parents/Carers

I am writing to inform you of important dates coming up this half term when there will be alterations to the usual routine of the school day.

### **Training Day**

School will be closed to all students for Staff Training on Friday 17<sup>th</sup> January 2020. School will reopen as normal at 8.45am on Monday 20<sup>th</sup> January 2020.

### **Personal Development Day**

Our second Personal Development Day of the academic year will be taking place on Thursday 13<sup>th</sup> February 2020. The day is a collapsed timetable day, where students take part in activities that support their personal development as set out by Ofsted and the Department for Education.

Activities are delivered by school staff and outside learning providers. All students are expected to attend otherwise it will be recorded as an unauthorised absence. In order for the day to run smoothly, we will be changing the timings of the day. School will start at the normal time of 8.45am but finish at 1.30pm. Students who are entitled to Free School Meals should ensure they purchase food at break time; this will be a 30-minute break.

The final PD Day of the academic year will be taking place on 26<sup>th</sup> June 2020.

Students are expected to make their way directly home and not congregate in areas in the community. We would ask for your support in this matter.

If you would like to discuss any matters concerning the day, please do not hesitate to contact the Head of Year or Mrs Southall (Assistant Head).

Yours faithfully

**Mr P Shone**  
**Headteacher**