

Wednesday 6th January 2021

Dear Parents and Carers,

I am sending you this letter as you have either:

- Already accepted a place and sent your child into school this week, or
- Have recently received a text message to inform you that your child has been allocated a place.

To try to accommodate as many children as possible, could I ask you to confirm which days you would like your child to access the provision at school. I know that some parents have already given this information, but I would like to check if the days stated will be the same every week or whether they will be subject to change and how far in advance you will be able to inform school of these changes.

If you could respond to the school email address of info@willowgreen.or.uk answering the questions above by 3pm on Thursday 7th January, I would be very grateful.

I do need to make you aware that your child's offer of a place may be subject to change depending on the demand for school places moving forward.

Thank you for your continued support.

Yours sincerely,

Mr Parkinson

Head of Academy