



December 2018

Dear Parents and Carers,

Thank you for your support during the first term of this academic year. We are quickly approaching the end of term and the Christmas break and there are a number of things that I would like to share with you.

**Friday 21 December** is our Christmas Carol Service, one of the highlights of the school year, held in **Durham Cathedral at 13.00 p.m.** This wonderful event is the only time in the year where the whole school meets together in one place. It is a celebratory finish to a long term and a warm way to say goodbye before Christmas. Our pupils have won a reputation over the years for their excellent behaviour in the Cathedral and for their outstanding musical contribution. Please explain to your son or daughter the importance of sustaining this exemplary conduct. Of course, it is a normal school day for attendance purposes so all students must be present.

Our arrangements are the same each year. From 11.50 a.m. teachers and pupils will travel together by bus to New Elvet. From there, teachers will escort pupils to the Cathedral for a 13.00 p.m. start. If you are the parent of a Year 7 child we invite you to join us near the front of the cathedral in the south transept. However, due to the large number of students in attendance and the limited space available, we need to limit the number of seats available to parents. If you do plan to attend, please be aware that there are a maximum of two seats per family. If you plan to attend and would like to collect your child inside the Cathedral **please send a letter to your child's form tutor by Thursday 13 December stating which family members will attend.** Year 7 pupils who are being collected will be kept in their seats until the rest of the school has departed. To avoid congestion, please wait until the rest of the school has gone before you retrieve your child. Year Leader, Mrs Hardwick, will supervise the Year 7 being collected until it is safe for them to leave. At the end of the service, at about 13.45 p.m., all pupils will leave the Cathedral to either walk home or catch school buses on New Elvet. As the school will have 11 school buses collecting students, all other parking is being suspended. **Please do not arrange to collect your child from there as cars will not be permitted to park.**

Thank you as ever for your enthusiastic support for parents' evenings and other events this year. Term ends after the Carol Service, in accordance with the arrangements above and begins again on **Monday 7 January 2019 at 08.30 a.m.**

During the last week of term your child's Term 1 report will be available online: the specific date will be published on the school website nearer the time. There is also guidance on the school website about how to view your child's report. Once the reports are available, if you have any problems viewing the information or have forgotten your username or password, please contact the school. If you have asked for a paper copy of the report to be posted, it will be sent during the last week of term.

Thank you for your support over the past term, and it just remains for me to wish you all a Merry Christmas and a Happy New Year.

Yours faithfully,

**A J O'Sullivan**  
Headteacher



**Headteacher:** A J O'Sullivan BA, MA  
**Deputy Head:** R McFadden MEng  
**Director of Resources:** H Charlton BA, MBA

**Assistant Heads:** J Bell BSc, MA  
S A F McArdle BSc  
N Weaver BA  
M J Wright BA

