

# CHIEF EXECUTIVE'S STAFF BRIEFING NOTE



**Number:** 068  
**Date:** 10/12/21

## End of term arrangements

### WHAT YOU NEED TO KNOW

Please be aware that in recognition of the Queen's Platinum Jubilee celebrations in 2022, the Trust has made the decision to provide all staff with an additional Bank Holiday on Friday 17<sup>th</sup> December 2021. Taking this day at the end of the Autumn Term is a measure to support schools with high levels of staff and learner absence in these current challenging times. Learners and staff will therefore finish the Autumn Term on Thursday 16<sup>th</sup> December 2021.

This decision was approved by the Board of Trustees and is supported by appropriate Trade Union representatives.

### WHAT YOU NEED TO DO

May I take this opportunity to thank each and every member of staff for their hard work and dedication during the Autumn Term. Once again, we have faced many challenges due to the external environment and accomplished so much together.

I hope you enjoy the festive period and I look forward to seeing you all in the new year.

Merry Christmas and a Happy New Year.

A handwritten signature in black ink that reads 'Jo Higgins'.

Jo Higgins  
Chief Executive