



*Believe, Succeed, Together*

26<sup>th</sup> September 2017

**Re: INSET**

Dear Parent,

The Academy will be closed on **Friday 20<sup>th</sup> October 2017** for the purposes of In-Service Education and Training (INSET).

The remaining three INSET days will be taken on **Wednesday 3<sup>rd</sup>, Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> January 2018**.

To ensure that you receive all electronic communication, I politely request that, should you change your e-mail address and/or mobile number throughout the academic year, you promptly inform the Academy via the enquiries e-mail address: [enquiries@eastwood.southend.sch.uk](mailto:enquiries@eastwood.southend.sch.uk)

Yours sincerely,

A handwritten signature in black ink, appearing to be "NH", written in a cursive style.

Mr. N. Houchen  
Principal