

**Kingsgate Primary School**

24 May 2020

Dear parents and carers

I am writing this letter to tell you that every Wednesday the school will close at 12.00.

This is because I have to provide teachers with statutory time to plan, prepare and assess their lessons. This is called PPA time. I cannot cover them for their PPA time as I normally do as we don't want to give children different teachers.

The childcare hub will close at 3.30 every day.

Thank you for your understanding.

Best wishes

Liz Hayward  
Headteacher