

21 November 2016

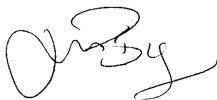
Dear Parent / Carer

**CHRISTMAS TREES – OTTER NURSERIES– MONDAY 28 NOVEMBER 2016
COLLEGE EXECUTIVE TEAM (CET)**

This letter is to advise you that as part of your child's involvement in CET, they have been asked if they would like to accompany Mr Smith and the rest of the CET to Otter Nurseries to choose the Christmas trees for the College on 28 November.

The students will be going in the College mini-buses, one driven by Mr Holt and the other by Mr Smith. They will be away from College over the lunch time period and it is our intention that they will be back in College for the start of Period 5 at 2 p.m. (or very shortly afterwards).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jenny Bigmore', written in a cursive style.

Jenny Bigmore
P A to Principal