



## Looe Community Academy

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Headteacher: Mrs H R Jenkins BSc

Our Ref: HJ/HWI

4 May 2017

Dear Parent/Carer

### **Change of time for lunch – Monday 15 May until Friday 16 June 2017 inclusive**

I am writing to let you know that due to examinations, lunch time will change to 12.25-1.10pm from Monday 15 May until Friday 16 June inclusive.

If your son/daughter has a pass to leave the school premises and return home at lunchtime please be aware that they will be home at this time. There will be no change to the start or end of school, and the buses/taxis will be unaffected.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Heather Jenkins', written over a horizontal line.

**Heather Jenkins**  
**Headteacher**