



Looe Community Academy

Sunrising, East Looe, Cornwall PL13 1NQ

Telephone: 01503 262625

Email: enquiries@looe.cornwall.sch.uk

Headteacher: Mrs H R Jenkins BSc

Our Ref: HJ/HWI

8 December 2016

Dear Parent/Carer

Change to time of lunch

I am writing to let you know that due to Christmas celebrations, lunchtime will change on the following days:

Thursday 15 December **Year 11 – 12.50-2.10pm**
Year 10 – 1.05-2.10pm
Year 7, 8 and 9 – normal lunchtime

Friday 16 December **All Years - 12.00-12.45pm**

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', with a stylized flourish at the end.

Heather Jenkins
Headteacher