

## St Mark's C of E School

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Executive Headteacher: Mrs Stephanie Bryant

Head of School Primary: Mrs Lorraine Hoad

Head of School Secondary: Mr Ben Godber



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18<sup>th</sup> December 2025

Dear Parents / Carers,

I am writing to inform you of a change to the school calendar for this academic year.

The school will be holding an **additional INSET (staff training) day on Friday 27 February**. On this day, the school will be **closed to pupils**.

### Why is an additional INSET day needed?

When the school's assessment and test paper storage room was originally built, it did not fully meet the required exam board standards. This meant that final approval as an examination centre, and access to some essential examination materials and guidance, was delayed.

Now that this approval process is being resolved, staff need dedicated time to complete important curriculum and assessment development work that could not take place earlier in the year.

This date has been selected specifically because:

- Secondary staff will be able to receive essential training and guidance directly from examination boards, which can only be delivered on approved dates
- Primary staff will use the day to secure high-quality curriculum support from an external specialist provider, strengthening teaching, learning and progression across the primary phase
- Staff across the school will be able to work together to ensure strong curriculum alignment and consistency from early years through to GCSE.

This focused professional development is vital to ensuring that pupils continue to receive a high-quality education and that staff are fully prepared to deliver the curriculum with confidence.

### Minimising disruption

We recognise that any change to the school calendar can cause inconvenience for families. The date has therefore been carefully chosen to minimise disruption while allowing the school to access training and support that is not available at other times.

Updated term dates will be published on the school website.

Thank you for your understanding and continued support. If you have any questions, please contact the school office.

Yours sincerely,

A handwritten signature in black ink, appearing to read "S. Bryant".

Stephanie Bryant  
Executive Headteacher