HEDINGHAM SCHOOL
AND SIXTH FORM
ACHIEVEMENT & EXCELLENCE

15 November 2026

Official Sensitive

Dear Parent/Guardian

Early Finish – Friday 18 December 2026

I am writing to inform you that we will be finishing early on **Friday 18 December** (the last day of term) at **12.30 pm**. Students will follow their timetable for Periods 1-3. As the final day, we have celebratory events planned which will be communicated out in a separate letter.

Following communication with our Bus providers regarding transport arrangements, the bus company is unable to support the school's early closure fully. As a result, only **routes 5 and 6** will be operating at 12.30 pm.

We therefore ask parents and guardians of students who normally travel on other bus routes to make alternative arrangements for their child to be collected from school at 12.30 pm.

We appreciate that this may not be possible for every family. Any student who is unable to leave school at 12.30 pm will be able to remain on site and will be supervised by school staff until 3.15 pm, when the regular bus services will be available.

We apologise for the inconvenience this may cause and appreciate your understanding. We have explored the available options with the transport provider, but unfortunately the early bus provision is outside the school's control.

To support our organisational arrangements, could you please indicate on the Microsoft form via the link below if you require supervision for your son/daughter until the end of the school day at 3.15 pm.

Hedingham School & Sixth Form – Fill out form

Please ensure you complete the Microsoft form by Monday 14 December in order for the school to make the necessary arrangements for supervision.

Yours sincerely

Mr J Pearson
Assistant Headteacher