



## Billingshurst Primary School

**Interim Headteacher: Brian Ball**

Station Road, Billingshurst, West Sussex RH14 9RE

Tel: 01403 782789 Fax: 01403 783124

e-mail: [office@billingshurstprimary.org.uk](mailto:office@billingshurstprimary.org.uk)

website: [www.billingshurstprimary.org.uk](http://www.billingshurstprimary.org.uk)

Monday 5<sup>th</sup> February 2024

Dear Parents and Carers

Ms Ley, our new headteacher, is already working with the governors and with Sussex Learning Trust to plan significant activities for the summer term to prepare the school for a new and exciting future. She is keen to use her first term in post to provide considerable opportunities for teachers and support staff to work together as a team and to work with Sussex Learning Trust, to ensure that we get the best possible start to the new academic year in September.

To enable this to take place and to ensure that staff are well prepared for the new academic year, in consultation with Sussex Learning Trust we have taken the decision to close the school for children on Monday 22<sup>nd</sup> and Tuesday 23<sup>rd</sup> July. This means that the final day of the summer term for the children will now be Friday 19<sup>th</sup> July. We hope that this will provide minimal disruption for you as parents and that this communication will give you sufficient notice to make alternative arrangements for your children.

Yours sincerely

Nicola Waters  
Chair of Governors

