



BOURNE  
ACADEMY

# Head of School

Wednesday 20<sup>th</sup> December 2023

UPDATE

Dear parents/carers and students,

Bourne Academy is now closed for the Christmas Holidays and the school will re-open at 7.50am on Wednesday 3<sup>rd</sup> January 2024. All students will return to school on this date.

During this time, the phones at main reception will be diverted to answerphone. If you leave a message this will not be picked up until Wednesday 3<sup>rd</sup> January 2024.

You may email the school on [office@bourneacademy.org](mailto:office@bourneacademy.org) as staff will monitor emails between Christmas and the New Year, but we cannot guarantee to answer your email due to staff being on leave.

## **Safeguarding**

For all safeguarding concerns, you can email [worried@bourneacademy.org](mailto:worried@bourneacademy.org) and this email address will be monitored throughout the holidays. For more information about Safeguarding and other contacts, visit [www.bourneacademy.org/safeguarding](http://www.bourneacademy.org/safeguarding)

## **Uniform Shop**

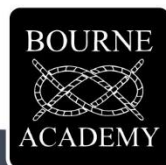
The Uniform Shop will be closed during the Christmas holidays and will re-open from 3pm to 6pm on Wednesday 3<sup>rd</sup> January 2024.

## **Student Absences**

If there are any student absences for the start of term, you must report your child is absent before 8.15am via the ParentMail app or [studentabsence@bourneacademy.org](mailto:studentabsence@bourneacademy.org) (it is preferred that you use the ParentMail app). If emailing, you must remember to state the name of the student concerned, their Year group and the nature of their absence.

For more information about Attendance, visit [www.bourneacademy.org/attendance-2](http://www.bourneacademy.org/attendance-2)

**We would like to wish you  
a happy Christmas and New Year.**



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