

Dear Parents/Carers,

I write to inform you that although most of our teachers will be working during the Easter holiday period, whether at home or in school, they are entitled to 'holiday' time.

Therefore, on the advice of the DfE and teachers' unions, teachers will be assigned time to take as a holiday – in most cases, this time will be organised into one-week blocks and will be staggered, enabling us to continue to keep school open for those vulnerable children and children of Key Workers.

In the event that you email your child's class teacher and receive an 'out of office' reply, this is the reason. If your query requires an immediate response, please contact the school office (schooloffice@....) and we will deal with the matter as soon as we can. Otherwise, your child's class teacher will most likely be back at work in a week's time and will deal with your query then.

Once again, I would like to thank you all for your continued support at this challenging time.

Yours sincerely,

Chief Executive Officer

Oak Trees Multi Academy Trust