26 August 2020

Dear Year 11 Students, Parents and Carers

I hope this e-mail finds you all safe and well.

**This e-mail contains very important information regarding students' final days at Walthamstow School for Girls.**

Firstly, students' names will be removed from our systems this Friday, 28th August.  This means that students will no longer have access to their school e-mails**.  *Most importantly, any documents students have saved on Office 365 will need to be saved to their personal drives at home as they will be deleted from our systems by the end of the school day on Friday 28th August*.**  Please ensure this is done as soon as possible.

Secondly, and very sadly, we have had to postpone our Year 11 Leavers’ Ceremony on Friday 4th September.  This is due to many students being involved in their college induction days and therefore being unable to make the school event.  I am really sorry about this.  I really hoped we could have a year group event.  Once an alternative date has been agreed, we will contact you and your parents/carers.  I will be sending another email in the next day or two requesting students' personal e-mail addresses so we can have their contact details on our records.

Finally, we were hoping to give students their Yearbook at the Leavers’ Ceremony.  We are looking at putting dates in place in order to do so.  Again, I will e-mail you in the next day or two with firm plans for students to collect these.  Please note that students will only be allowed to collect their own Yearbook and not those of others.

I will be in contact with you soon.

Stay safe and well.

Mrs Jean-Baptiste

Student Progress Leader Year 11 / Associate Assistant Headteacher