



Monday 8th October, 2018

Dear Parent(s)/Guardian(s),

College After School Sessions: Monday to Thursday 3.00 – 4.00pm

It has been really pleasing to see an increasing number of students staying to use the College facilities after the end of the timetabled day, in order to continue with their studies.

Please note that the College facilities are available for after school study Monday - Thursday from 3.00 – 4.00pm.

During this time, we politely request that students complete their studies in any of the following locations:

- The Study Atrium
- The upstairs ICT suite (1.17)
- The upstairs study rooms
- Classrooms – *only if attending a course booster session or a pre-arranged meeting with a member of staff*

Please could students refrain from using classrooms for independent study during this time as this can disrupt the work of the cleaning staff; moreover, for other safety reasons, it is important that we know that students staying behind will be in the locations above only.

After 4.00pm each day, please could students ensure they pre-arrange transport home and exit the building (*unless they have obtained prior permission from a member of the teaching staff who has agreed to provide supervision until a later time that day*).

Yours faithfully,

Sarah Fox

Sarah Fox
Head of College

Toot Hill College | The Suthers Building, Toot Hill School, The Banks, Bingham, Nottingham NG13 8BL
Telephone: 01949 863072 | Email: contact@toothillcollege.co.uk | Website: www.toothillcollege.co.uk

Executive Head Teacher: **Ashfaq Rahman** BSc(Hons), PGDip, PGCE, NPQH, NLE | Head of College: **Sarah Fox** MA (Oxon), PGCE, MEd

Toot Hill College is a member of the **Nova Education Trust** | Registered in England and Wales—No. 7635510

Registered Office: C19, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, ENGLAND

