



Friday 31 January 2025

Dear Parent/Carer,

Extraordinary INSET Day — Friday 4 April 2025

We are writing to announce that Maiden Erlegh Trust (MET) is introducing a new platform, **Class Charts**, across all our schools after the Easter break. Class Charts is an intuitive system that will add value to our schools by streamlining the management of attendance, behaviour tracking, and home-learning.

To ensure a smooth transition and to allow all staff to receive comprehensive Class Charts training, **Friday 4 April 2025 has been designated as an extraordinary INSET day across all MET schools.**

This means that **all schools** will be closed to children on this day.

Please note that Birch Hill Primary School will close at the normal time of 3:15 on the last day of term, Thursday 3rd April.

We are confident that the introduction of Class Charts will bring significant benefits to all our school communities.

Thank you for your understanding and support, if you have any questions, please do not hesitate to contact the school.

Yours sincerely,

Michael Dillon
Headteacher

