



23 January 2024

Dear Parents/Carers,

## **Re: Apology and Correction Regarding INSET Day Communication**

I hope this letter finds you well. I am writing to sincerely apologise for an oversight on our part regarding the communication of an INSET (In-Service Education and Training) day scheduled for 26 January 2024. We deeply regret any inconvenience this may have caused.

Due to unforeseen circumstances, and issues with our IT and communication systems which you will be aware of, there was a lapse in notifying parents of the scheduled INSET day. We understand the importance of keeping our school community well-informed, and we are committed to ensuring such lapses do not occur in the future.

In light of the situation, we have made the decision to reschedule this important INSET day to 2 February 2024. We understand that this change may disrupt your plans, and we sincerely apologize for any inconvenience it may cause. Our primary goal is to provide high-quality education for your children, and we appreciate your understanding as we work to address these challenges.

To prevent such issues from recurring, we are actively working on improving our communication systems. We will also implement additional measures to ensure that parents receive timely and accurate information about school events, schedules, and important announcements.

If you have any concerns or questions regarding this matter, please do not hesitate to reach out to our school office or email: [admin@salvatorian.harrow.sch.uk](mailto:admin@salvatorian.harrow.sch.uk). We are here to assist you and address any further queries you may have.

Once again, we sincerely apologise for any inconvenience caused by this oversight. We value your partnership and appreciate your understanding as we work to improve our school.

Thank you for your continued support of Salvatorian College.

Yours faithfully,

Mr A Bryant  
Head of School