



Solihull
METROPOLITAN
BOROUGH COUNCIL

To: All Headteachers / Principals

CHILDREN'S SERVICES & SKILLS

Council House, Manor Square
Solihull, West Midlands B91 3QB
Tel: 0121 704 6438
Email: lbartlett@solihull.gov.uk
www.solihull.gov.uk

Your Ref:

Please ask for: Lesley Bartlett

Our Ref:

Date: 4th June 2018

Dear Headteacher / Principal

Inset Days – School Year 2018/2019

I would be grateful if you could let me have notification of your five INSET days for the new academic year September 2018-July 2019.

We have been advised by our Electoral Registration Department that there will be a Local election on 2nd May 2019. You should bear this in mind when planning your Inset dates.

We do hold a central list which has proven useful to sections within the Education and Children's Services as well as other departments. The list is also transferred to the SMBC website where it can be accessed by all.

Please complete the pro forma and return it to me at lbartlett@solihull.gov.uk as soon as possible.

Yours sincerely

Lesley Bartlett
Solihull Education Improvement Service
Education and Skills Division