

To: All Headteachers / Principals

CHILDREN'S SERVICES & SKILLS

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

Your Ref:

Please ask for: Lesley Bartlett

Our Ref:

Date: 20th June 2019

Dear Headteacher / Principal

Inset Days – School Year 2019/2020

I would be grateful if you could let me have notification of your five INSET days for the new academic year September 2019-July 2020.

We have been advised by our Electoral Registration Department that there will be elections on 7th May 2020. 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 attached form 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