

To:	Everyone	From:	Denise Ashby
Subject:	Christmas early closing	Date:	16 <sup>th</sup> December 2011
Copy::	Frances Hill, Trustees		

Hello,

A quick note to let you all know that we will be closing at 2.30 p.m. on the following days over the Christmas period:

- Thursday 22<sup>nd</sup> December
- Friday 30<sup>th</sup> December

This means if you are collected by taxi you need to let them know to arrive to pick you up at 2.30 p.m.

*Merry Christmas and Happy New Year!*

*Denise*