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College Site: Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP
Tel: 01444 244133 **Email:** office@woodlandsmeed.co.uk
Headteacher: Mr Adam Rowland

January 2026

Dear Parent/Carers,

We are writing to inform you that your child will be involved in Assessment Week from **22nd – 26th June 2026**.

In Assessment Week, your child will be sitting formal Function Skills assessments for qualifications in some or all of the following subjects; Maths, English and Digital skills.

We ask that you avoid booking any appointments/trips during this week to ensure that your child is in college and able to attend the assessment sessions. If you have already made commitments that cannot be changed, please inform the college office as soon as possible.

Yours Sincerely

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