

**In-service training days for the academic year 2024-2025**

School ………………………………………………………………..

The governing body have agreed their in-service training days.

The agreed dates for the in-service training days are as follows

* Day 1 2nd September 2024
* Day 2…………………………………………
* Day 3…………………………………………
* Day 4……………………….........................
* Day 5………………………..........................

The following days (of the five listed above) are being taken in lieu of twilight training sessions

………………………………………………………………………………………………………………………..

The twilight training sessions will take/have taken place on the following dates …………..…..……………

………………………………………………………………………………………………………………………...

If the governing body has not agreed the in-service training days for the whole year at the summer term meeting, the remainder can be added at subsequent governing body meetings as they are arranged/agreed.

Schools are required to give at least a term’s notice to parents/carers and pupils of forthcoming in-service training days. Schools are also reminded to advise any services they utilise of the in-service training days (e.g. school meals, school transport).

Signed ……………………………… Date …………………………….

Name ……….……………………... Position Headteacher/Chair

(please print)

(Governing Bodies/Schools should retain this document for their own records.)