

17th September 2026

Re: Early Closure for Prospective Parents' Open Evening Thursday 1st October 2026 and reminder of Staff Training day on 2nd October 2026

Dear Parent/Carer,

I would like your support to close the school early on Thursday, 1st October 2026 prior to the school's Year 6 Open Evening.

As a school we recognise that many of our students attend the evening to support subject areas and the school. We are very grateful to all those who volunteer to return in the evening.

The early closure of the school will enable staff and students to prepare for this important event in the school's calendar. If you wish your child to remain at school, I would be grateful if you would indicate this on this [google form](#). Years 7, 8 & 9 (KS3) students will be dismissed at 12.20pm followed by Years 10 & 11 (KS4) at 12:30pm unless you have indicated that you wish for them to remain in school on the google form.

Students eligible for a free school meal may collect a packed lunch during their allocated break time.

If you are unable to make alternative arrangements for the supervision of your son/daughter, they will be supervised in school until 3pm. Would you please remind your son/daughter that on no account should they visit the local primary schools on that afternoon and that they should go straight home.

We would like to thank you for your support and co-operation in this matter.

Following the Opening Evening on 1st October, school will be closed for Staff Training Day on 2nd October. This date has previously been communicated to parents. We look forward to welcoming students back to school on Monday 5th October.

Yours sincerely,



Mr S. Ward

Headteacher