

25th September 2023

Re: Early Closure for Prospective Parents' Open Evening

Wednesday, 4th October 2023

Dear Parent/Carer,

I would like your support to close the school early on Wednesday, 4th October 2023 prior to the school's Year 6 Open Evening.

As a school we recognise that many of our students attend the evening to work in and 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.

Yours sincerely,



Mr J Burridge
Headteacher