



19th September 2018

**Re: Early Closure for Prospective Parents' Open Evening – Wednesday, 3rd October 2018**

Dear Parent/Carer,

I would like your support to close the school early at 1:30pm on Wednesday, 3<sup>rd</sup> October 2018 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 after lunch, I would be grateful if you would indicate this on the reply slip below. Students will be dismissed at 1:30pm unless you have indicated that you wish for them to remain in school on the reply slip below.

Students eligible for a free school meal may collect a packed lunch during morning break to take home for their lunch.

If you are unable to make alternative arrangements for the supervision of your son/daughter, they will be supervised in school until 3.10pm. 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



**LEALANDS HIGH SCHOOL**

**EARLY CLOSURE FOR PROSPECTIVE PARENTS' OPEN EVENING**

Wednesday, 3rd October 2018

Student's Name: ..... Tutor group: .....

The above student requires a packed lunch break time. Yes  No

The above student can leave school at 1.30pm. Yes  No

Signed: ..... Date: .....  
(Parent/Guardian)

**Please return to: Form Tutor by Friday, 28th September 2018**



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