September 2019

Dear Parent/Carer,

Our Annual Open Evening for **Year 6 students** and their parents/carers will be held on Tuesday 24th September 2019 from 5.00pm – 8.30pm. Many students will be involved in helping us that evening – any student who is helping on that evening will have a separate letter from the school if they are invited.

In order to prepare for this special evening school will close early on Tuesday 24th September and begin later the next day, Wednesday 25th September. Please see the closing and opening times below:

**Tuesday, 24th September 2019: 12.35pm finish**

**Wednesday, 25th September 2019: 10.00am start [students should arrive by 9.55am]**

Please note your son/daughter will register with their tutors at 10am and then go directly to period 2 at 10.15pm.

This is to enable the staff and students to prepare, and to ensure a normal start to learning the following day.

I would appreciate you signing and returning the reply slip below, so that I can be certain that you know of the arrangements for 24th September 2019.

Yours faithfully,



**Ms R Walsh**

**Headteacher**

**To: Form Tutor**

Name of student: ………………………………………………………………. Form: ………..…………………………………………………….

I have received the letter regarding the Annual Open Evening on Tuesday 24th September 2019 and I am aware of the opening and closing time for the 24th and 25th September 2019.

Signed: …………………………………………………..…….. (Parent/Carer) Date:…………………………………………………..………...