



14<sup>th</sup> September 2023

Dear Parents and Carers,

### Open Evening Thursday 21st September 2023

As in previous years we are holding our annual Open Evening on **Thursday 21st September 2023**, when we open our doors to everyone in the local community, prospective new parents and students.

In order to allow all staff and students appropriate time to prepare for this evening **we will be finishing school slightly earlier on this day, at 2.00 pm**. School transport has been organised to arrive in school at this time. If you collect your child by car then the car park entry times will be from 2:15 p.m., to allow the buses to depart safely.

Should this early closure pose difficulties for you, then I would be grateful if you would let your child's Progress Leader know so that we may make arrangements to look after your child in school until 3.30pm., until you are able to collect them or make other arrangements to ensure that they get home safely.

A separate letter will be given to Year 7 students this week, inviting them to be guides for the prospective families. Mr Godfrey (Year 7 Progress Leader) will be leading on this arrangement, alongside Mrs. Sullivan (Assistant Headteacher). Some of our older students will also be assisting staff on the evening with displays and presentations around school. Subject staff may be in contact with families directly regarding this.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Jones'.

Miss Claire Jones  
Headteacher