

18 September 2019



John Whitehead | Headteacher

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Dear Parent/Carer,

I am writing to advise that school will close early on Tuesday 24th September in order for all members of staff to prepare for the annual open evening which starts at 4.45pm, and for the many students who will be assisting during the evening to have some time at home.

Lunch will be served as normal at 1.00pm, students will be allowed to leave from 1.00pm. Students who are helping us during the evening will be given a permission slip for you to sign.

Whilst we have invited local primary schoolchildren to this event; we warmly welcome existing parents and other members of the community also.

If the early finish causes any childcare difficulties, we will be happy to supervise your son/daughter in the canteen until 3pm if needed; please let the school know if so.

Thank you for your support of one of the most important events in the school's calendar.

Yours sincerely

John Whitehead
Headteacher