

“To Know  
To Care  
To Live”

Friday 10 September 2021

Dear Parents/Carers

This is a reminder that our Open Evening is scheduled for **Thursday 23 September**. To allow staff time to prepare for the evening, school will finish early at **2.15pm**. Students will attend Period 4 lessons and have lunch as normal ('grab & go' offer only) and be dismissed at the start of their Period 5 lesson.

Buses will arrive early to collect students from school and will depart c.2.30pm.

If your child/ward has been asked to attend Open Evening, either as a Tour Guide or working in a particular subject area, you will receive a letter separately. Please would you ensure that they are in school no earlier than 4.30p.m. but before 4.45p.m.

Students helping on the evening should look smart, wearing their full school uniform (with no jewellery, no make-up and no non-school shoes) and report to the area where they have been requested. Please make arrangements for your child's safe journey home at 8.00p.m..

Thank you for your full support on what is always a very important day in the school calendar.

All students and staff will return to school as normal Friday 24 September 2021.

Yours sincerely



**Ms K Earle**  
**Headteacher**



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