05 September 2021

Dear Parent/Carer,

RE: Early closure on Tuesday 14 September 2021 / Delayed start on Wednesday 15 September 2021

On **Tuesday 14 September 2021,** the school will be holding its annual **Open Evening** for parents of children hoping to join the school in September 2022. Parents, with their children, will be able to tour the school to view and take part in the demonstrations and displays in faculty areas from 5pm. Consequently, there will be changes to the school routine in preparing for the evening and tidying up the following day.

On **Tuesday 14 September,** school will **finish at 12.35pm**. Both the White Bus Company and Apple Coaches will collect at this time. All students unless officially helping staff prepare for the evening, should have left the premises by 1.00pm. Please advise us in writing in advance if you are unable to make arrangements for your child, and he/she needs to remain at school and be supervised until 3.15pm.

Many students will be invited back on the evening by staff to help act as guides, or to help in subject areas; we are delighted that so many of our students always volunteer to do so. We would ask that you ensure that if your child is asked to return in the evening, that he/she is smartly dressed in school uniform. If your child is helping we will send home a permission slip for you to sign shortly.

In order to resolve the problems regarding tidying up the next day, we will be starting school later in the morning on **Wednesday 15 September 2021**. Students should **arrive for registration at 9.40am**. Both the White Bus Company and Apple Coaches will make a later run on the Wednesday morning, with pick up times advised by the drivers earlier in the week (published on the school's website).

The Open Evening is a very important date in the school's year and we look forward to a very positive evening when the school opens its doors to the community.

Yours sincerely,

Ms C Thomas
Headteacher