



NTS/lm

Dear Parent/Carer,

Early Closure Wednesday 2nd October 2019

On Wednesday 2nd October the school will be closing early at 12.40pm to allow staff to prepare classrooms for the Open Evening for Year 6 students. Students will therefore be free to go home at 12.40pm.

The school buses cannot be rescheduled to run early and therefore students will need to make their own transport arrangements. If this presents difficulties, students may remain in the care of their tutor until 2.55pm when the buses will be running as normal. If your son/daughter will need to remain in school, could you please complete and return the reply slip below (a hard copy of this letter can be collected from Resources by your child).

Students who receive free school meals should use the canteen at first break-time.

We are issuing a separate letter for those students who volunteer to return to school on Wednesday evening to help with the Open Evening. Their participation is greatly valued in helping to show parents around our school.

Yours sincerely,

Nadene Townsend-Smith
Assistant Headteacher

Reply Slip: Early School Closure – Wednesday 2nd October 2019

Student Name: Tutor Group:

My son/daughter will need to remain in the care of their tutor until 2.55pm

Signed: Date:
(Parent/Carer)

Name:Please PRINT