

7th September 2023

Open Evening 2023

Dear Parent / Carer,

The school will be holding its annual open evening next week, so please be advised of the upcoming changes to school timings on **Thursday 14th** and **Friday 15th September**. **The open evening is to allow parents of children currently in year 6 to visit and see the school.**

Thursday 14th September

The school will be closing from **12.45pm onwards** to prepare the site for our visitors. See below for individual timings for each year group.

- **Year 12-13 students:** will finish school and be permitted to leave school between **12.10-12.50pm**
- **Year 7 & 8 students:** will finish lunch at **12.40pm** and be dismissed by 12.45
- **Year 9, 10 & 11 students:** will finish at **1.00pm**

Any students with free school meals can collect their lunch at breaktime using their smart cards.

Student Tour Leaders

Some students will be invited back to lead tours and help with hosting this event and. If your child is selected, you will receive a consent form from Ms Winter or one of our Curriculum Leaders. Any child who is helping that evening and cannot get home and back to school, can remain in school to complete any homework or reading in our library where they will be supervised and provided with suitable refreshments. **Please state this on the consent form your child receives.** Otherwise, any student helpers should arrive back at school between 3.40-3.45pm.

Friday 15th September

Due to a very late finish on the 14th, the school will open for students on **Friday 15th September at 9.30am**, when they should arrive promptly to school and go straight to their registration class for form time. Lessons will begin period 2 for all students. This will enable our staff to have all teaching areas ready for learning.

Yours sincerely,

John Jones
Headteacher