



September 2016

Dear Parents/Carers

Prospective Parents' Evening – Thursday 15th September 2016

As part of the transfer process for Year 6 students, the school will be holding its Prospective Parents' Evening on **Thursday 15th September 2016**.

The demands of preparing for this evening are considerable in terms of staff and student time, and building use. In order to facilitate this, the school will be closing at 1.05pm on 15th September 2016 with school coaches and minibuses leaving at 1.15 pm.

For those students for whom it would present difficulties to get home at this time, provision will be made to support them in the library in an extended homework club. I would be grateful if you would complete the form below to confirm receipt of this letter and to let us know if you wish your child to remain in school. Please return it to your son/daughter's form tutor by **Monday 12th September 2016**. Thank you.

Yours sincerely

Mr RW Shadbolt
Headteacher

PLEASE RETURN COMPLETED SLIP TO FORM TUTOR BY 12th SEPTEMBER 2016

I confirm that I have received the letter informing me about early closure on **15th September 2016**

Please tick one of the following:

I do not wish my child to remain in school and will make suitable arrangements for him/her to leave school early on **Thursday 15th September 2016**

I do wish my child to remain in school until 2.50pm on **Thursday 15th September 2016** and will make suitable arrangements for him/her to return home

Student's Name _____ Tutor Group _____

Signed _____ Parent/Carer

Form Tutors: Please pass completed forms to your HoLC