



September 2015

Dear Parents/Carers

**Prospective Parents' Evening – Thursday 1<sup>st</sup> October 2015**

As part of the transfer process for Year 6 students, the school will be holding its Prospective Parents' Evening on **Thursday 1<sup>st</sup> October 2015**.

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 1.05 on 1<sup>st</sup> October 2015 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 28<sup>th</sup> September 2015**. Thank you.

Yours sincerely

Mr RW Shadbolt  
Headteacher

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**PLEASE RETURN COMPLETED SLIP TO FORM TUTOR BY 28<sup>TH</sup> SEPTEMBER 2015**

I confirm that I have received the letter informing me about early closure on **1<sup>st</sup> October 2015**

I do wish my child to remain in school until 2.50 pm on **Thursday 1<sup>st</sup> October 2015** and will make suitable arrangements for my child to return home

Student's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

Signed \_\_\_\_\_ Parent/Carer

*Form Tutors: Please pass completed forms to your HoLC*