

September 2014

Dear Parents/Carers

Prospective Parents' Evening – Thursday 18th September 2014

As part of the transfer process for Year 6 students, the school will be holding its Prospective Parents' Evening on Thursday 18th September 2014.

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 18th September 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 attached form to confirm receipt of this letter and if you wish your child to remain in school, and return it to your son/daughter's form tutor by **Monday 15th September**. Thank you.

Yours sincerely



Mr RW Shadbolt
Headteacher

PLEASE RETURN COMPLETED SLIP TO FORM TUTOR BY 15th September

I confirm that I have received the letter informing me about early closure on 18th September

I **do** wish my child to remain in school until 2.50 pm on Thursday 18th September

Student's Name _____ Tutor Group _____

Signed _____ Parent/Carer

Form Tutors: Please pass forms to the Office