



18 September 26

Dear Parents and Carers,

Re: Open Evening Wednesday 7 October early closure

Our Year 6 Open Evening is on Wednesday 7 October, from 4:15–8pm, for students starting secondary school in September 2027. To enable us to prepare the school for Open Evening, we have adapted the school day for Wednesday 7 October only, as we did last year. School will begin at the normal time of 8:35am but will finish earlier at 2:00pm. School transport will run at 2:00pm. Students will still follow their timetable of five lessons. Tutor time will be reduced, and social times will be slightly shorter than usual. As always, independent learning will be available on the normal platforms for students who wish to use them from home in the afternoon.

What if my child cannot go home at 2:00pm?

All school transport has been arranged for the earlier time of 2:00pm. If your child is unable to go home at 2:00pm, we will provide a supervised space for them to remain in school until 3:05pm. Please note that school transport will not run at 3:05pm. We will send a form home next week so that you can indicate if you would like your child to be supervised in school until 3:05pm.

What if my child is asked to help at Open Evening?

If your child has expressed interest in helping at Open Evening, you will receive a consent letter next week. If you consent to them helping, there are two options:

- 1) Students can remain in school at 2:00pm and be supervised until Open Evening begins
 - 2) Students can go home at 2:00pm and return at 3:45pm to help at Open Evening
- You will be able to indicate your preferred option on the consent form. We will write to you again next week with the relevant consent form links. You do not need to take any action now; this letter is simply to inform you of the arrangements. If you have any questions, please contact your child's house team in the first instance.

Yours faithfully

Ms E Appadoo
Principal