

September 2016



Dear Parents/Carers

**SCHOOL OPEN EVENING FOR PROSPECTIVE PARENTS – THURSDAY 29 SEPTEMBER 2016**

As you know, the annual Open Evening is a very important event in the school year. The school will be open for families choosing schools during the evening from 5.30 – 8.30pm. These arrangements inevitably mean a variation to the normal routine for existing students and this letter is to explain what will happen.

On Thursday 29 September normal school will end at 1.00pm and there will only be very restricted lunch availability, notably for those entitled to free school meals. If your child has free school meals please complete the slip below; they should collect the packed lunch at 1.00pm from the canteen.

Students required to help will be notified by the staff concerned. Some students will also be needed to talk to visitors, operate experiments and take part in various displays during the evening. Again, the individual students will be notified by the staff responsible who will tell them details of when and where they are needed. Students who are not involved in displays must stay away from school during the evening - this is for Year 6 and their parents only. The premises will be too crowded with other visitors to allow for casual sightseeing.

The next day, Friday 30 September, will be an Inset day and school will be closed to students.

Bus arrangements for Thursday will be published on the website as soon as they are available.

Also on the topic of travel, could parents bringing students who are assisting on Thursday evening please help to counteract traffic congestion by following these directions

- approach the school only by coming up Park Hill and North along Roundwood Park
- drop the children on the pavement outside the school – please do not drive into the school grounds
- drive away along Roundwood Park and Roundwood Lane not down Park Hill

Many thanks in advance. With everyone's co-operation we can once again run this major event effectively and smoothly.

Yours sincerely

*A Henshall*

Alan Henshall  
**Headteacher**

X.....

Please complete this slip and return to the Bursar's box by Friday 23 September 2016

**My child is entitled to free school meals and would like a packed lunch on Thursday 29 September 2016**

**Name:** ..... **Form:** .....

**Parent/Carer:** ..... (signature)