

Ref: LHE.SHT/letter1openevening2023

15 September 2023

Dear Families

Open Evening – School Early Finish – Thursday 5 October 2023

We are hosting our annual Open Evening on **Thursday 5 October 2023**; we have decided to host only one evening this year.

Therefore, to ensure we can prepare appropriately for the event, we will be ending school hours early and **all students will finish school at 2.00pm** on the date above.

We have contacted the bus companies, however, we are expecting them to be unable to provide early buses for students due to other routes throughout the day.

Therefore, please click [here](#) to inform us if you are making arrangements for your child to go home at the earlier time of 2.00pm, or whether they will need supervising at school until 3.10pm, when the buses normally arrive.

Please complete this form by **Thursday 28 September 2023** at the latest so we can identify which students will still be in school after 2.00pm for safety and safeguarding purposes.

If your child is a Student Helper for the evening, a second letter will be released shortly with the details regarding this. However, please be aware that your child will be expected to **leave school at 2.00pm and return to school to no earlier than 3.30pm** to assist with the evening.

Your support is greatly appreciated.

Yours faithfully,

Ms Hernandez
Headteacher