

**Mr Chris Thomas BSc**  
Headteacher

20<sup>th</sup> September 2019

Dear Parents and Carers,

### **Open Evening – October 2<sup>nd</sup> 2019**

This year's Open evening is fast approaching and I want the school to be able to show off all of its many strengths and hope that many of our fantastic students will be available to assist on the evening.

In order that staff can prepare their rooms properly and have a reasonable break before the evening begins, school will be closing at 2.00pm on the day rather than the usual 3.00pm.

We will operate a slightly adjusted timetable with lessons being 50 minutes long rather than 60 minutes long on the day. This means that GCSE classes will not miss out on a whole lesson, which would happen if we simply cut out period 5.

Lunchtimes will be at 10.30-11.00am and 12.40-1.10pm for this day.

Student helpers will be requested to act as tour guides (Year 9 & 11) and support in subject areas (Year 8 & 10). They will **only be allowed to stay** if they have brought in a signed permission slip in advance of the evening.

Please look out for more details on this.

Yours sincerely,



Chris Thomas  
Headteacher