

6<sup>th</sup> September 2021

Dear Parents/Carers

As you may know our Open Evening is on **Tuesday 21<sup>st</sup> September**. The event is intended for parents of pupils in Year 6.

As in previous years, we are intending to close the school at 1.45pm so that we can prepare properly for the evening events. Lunch will be served as normal, and your child will be marked as present for the full day on the school register. Please fill in our [online form](#) to say that you understand that your child will leave school early on that day.

If it is impossible for you to make arrangements to look after your child during the afternoon, he/she could stay with us to help prepare for Open Evening, but of course we would need to be informed in advance by telephone or email.

If you have any questions, please get in touch.

Yours sincerely



Mr J Mellor  
Headteacher