

Our Ref: BSN/KON

26 September 2016

**ALL PARENTS**

Dear Parent/Carer

**Re: Open Evening - Thursday 13 October 2016 \*EARLY CLOSE - 12.30pm**

I would like to give you advance warning of the fact that it is our **Open Evening on Thursday 13 October 2016**.

In order for staff to prepare for this very important event, and in recognition of the fact that many children come back to help us in the evening, we shall be closing at 12.30pm.

Pupils who are entitled to receive Free School Meals will be able to collect a lunch prior to leaving school.

Yours sincerely



**Mr B A Stitchman**  
**Head Teacher**