

September 2017

Dear Parent/Guardian

Open Evening: Wednesday 20th September 2017

We are holding our Open Evening on Wednesday 20th September 2017, between 5.45 and 8.30 pm. Final preparations can only be completed on the afternoon of Wednesday 20th September 2017. It is therefore, my intention to close the College in the early afternoon to students other than those helping to prepare for Open Evening.

Students will have an early registration and therefore College will be closed from **12.55pm on Wednesday 20th September 2017**. This will allow students who wish to purchase food from the canteen to do so before they leave site.

Yours sincerely

Mrs S Bennett
Headteacher

Open Evening: Wednesday 20th September 2017

RETURN SLIP TO YOUR TUTOR

I require supervision for my son/daughter from 12.55 - 3.10 pm

Name of Student _____ Tutor Group _____

Signature _____ Parent/Guardian