



15<sup>th</sup> September 2015

Dear Parents/Carers

**Re: Early Closure of the Academy: Wednesday 30<sup>th</sup> September 2015**

I am writing to confirm that the academy will be closing early to students on the afternoon of: Wednesday 30<sup>th</sup> September. This closure is to ensure that staff training and preparation for the Prospective Parents' Open Evening can be achieved.

The academy will close to students at: **1.00pm**. We have made arrangements for the following school buses to attend the sites:

26	1.10pm	26A	1.30pm
28	1.20pm	100	1.50 pm

Many students will be returning to the Lower School site to demonstrate work or guide parents/carers. Students who are participating in the Open Evening should return to school for **5.30pm**.

If you wish your daughter to remain at the Lower School site until normal Wednesday closure time of 2.30pm, please return the slip below to the main school office on either site by Monday 28<sup>th</sup> September.

Yours faithfully

Mrs L Monk  
Principal

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**Please return this slip to the Main Office at either Lower or Upper School by Monday 28<sup>th</sup> September 2015.**

Student name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I would like my daughter to remain in supported study in the Lower School library until 2.30pm on Wednesday 30<sup>th</sup> September 2015. I will make arrangements for her to travel home after this time.

Signed: \_\_\_\_\_ (Parent/Carer)



PRINCIPAL: Lucy Monk  
REGIONAL DIRECTOR: Mark Phillips