



2 November 2018

Dear Parents and Carers,

**Important details re: school closing time and student care**  
**Year 4 into Year 5 Open Evening**

As you may know, our Open Evening is on the 15<sup>th</sup> November from 5pm. Following the format that worked successfully last year, we are going to be using the following plan:

School will finish at 2.10pm after all lunchtimes are complete. Students will then be free to go home. We have been told by many of you that in previous years the turnaround time from them getting home, having something to eat, and then getting back to school if they are helping (and the majority of our students are helpers and guides) was too tight.

There will be no impact on working parents because we will be providing a supervised film in the school hall for any students who are unable to go home, or to a friends, to remain here on site until 3.30pm as normal. Please fill in the Google Form below if you wish your child to stay on site.

<https://goo.gl/forms/VH5bkskHBVHhXs9A3>

Student Helpers and Guides will need to return to school for 4.30pm ready for the event to commence at 5pm.

More details, including collection instructions for helpers will follow next week.

We have adopted the approach above because we know that it works, and that it enables Open Evening to be run successfully in one evening, not two or three as some schools do. Our aim is to make it as low-impact for busy parents as possible, and to ensure students have a positive experience and are able to show off their school with pride.

Your support in this is always appreciated

Yours sincerely

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