



Easthampstead Park Community School

Ringmead
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10 September 2019

Dear Parents / Carers

Early closure Wednesday 18 September due to Year 6 Parents Open Evening

Open Evening is an extremely important event in the Easthampstead Park Community calendar, and allows us to show off our students and facilities to the year 6 prospective parents.

To allow time to prepare the classrooms and allow staff to take a break, school will finish at **1.20pm** which is the end of **Period 3**. The registration will be taken in this lesson and students will then be allowed to make their way home. A range of food will be available from the canteen at the earlier break time which is extended to allow all students time to eat. School will be open as normal on Thursday.

If you wish your child to remain in school until the end of the normal day (3.10pm), please complete the reply slip below.

Thank you to the many parents who have supported the school by allowing their children to act as ambassadors, they really are our best advert! You are of course welcome to attend the evening if you so wish to.

Yours sincerely

Richard Lake
Assistant Headteacher – Raising Aspirations

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REPLY SLIP – please return to the Admin department by 17 September 2019

Year 6 Open Evening 18 September 2019

Student's Name: **Reg Group:**

I would like my child, named above, to remain in school until the end of the normal day 3.10pm.

Signature: **(Parent/Carer) Date:**



Headteacher: Mrs Liz Cook MA, BA(Hons)