

Ref: L\ Letter to Parents - Early Closure.doc

16th September 2015

Dear Parent/Carer,

Re: Early Closure

I am writing to inform you that we will be holding our annual Open Evening on **Wednesday 30th September 2015** starting at 6.30 pm. In order for staff to prepare for this event, the college will close early and all students will be allowed to leave at 12.30 pm.

If your child(ren) is entitled to a free school meal, then arrangements will be made for him/her to collect a meal from the Catering Area as they leave the building.

I also need to inform you about college closures for staff INSET training on **Thursday 24th September 2015** and **Friday 23rd October 2015**.

Yours sincerely,

I C Adlington,
Headteacher