

Dear Parent / Carer

In order to prepare for this important event on our school calendar, school will close to students at 1.25pm. As you are aware this system has operated successfully for many years and it allows our staff and students to re-organise and set out areas so that our event runs smoothly.

Students in receipt of free school meals will be able to get food at break time from the canteen.

Hundreds of students will be involved in the evening and afternoon preparations and parent/carers will be informed by a separate letter. It is a fabulous opportunity to show case the work of our amazing students.

**Inset Day – Friday 24 November**

The school will be closed to students as this is a staff training day.

Yours sincerely

**Miss J Squires**  
**Deputy Headteacher**