



12 September 2023

Dear Parent/Carer

I am writing to let you know about arrangements for:

## **Open Evening and Staff Training Day**

### **Open Evening - Thursday 21 September 2023**

The Evening commences at 6.00pm and concludes at 8.30pm and involves many pupils in activities. To allow members of staff, pupils and students, time to prepare and for pupils and students to have time to have an adequate break from school, have refreshments and return for the Open Evening, **we will close at 1.55pm on Thursday 21 September**. The MyBus Service has been arranged for an afternoon pick-up at 2.00pm.

### **Staff Training Day - Friday 22 September 2023**

A staff training day is being held on Friday 22 September 2023. **Pupils and students will therefore return to school on Monday 25 September 2023**. Training days do not erode teaching days for pupils; all staff are required to attend five training days as an addition to the statutory teaching days. Following comments from parents/carers we do try to minimise disruption but are sometimes limited by the availability of 'trainers' to work with our members of staff.

Yours sincerely

**Ian Morrel**  
**Headteacher**