



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

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20 May 2022

Dear Parent/Guardian

Open Evening – Wednesday 29 June

On Wednesday 29 June we look forward to the return of our annual Open Evening for prospective parents and their children. Every year, in order to ensure that the school is set up for the event, we finish earlier than usual. Please make alternative arrangements for your children at the end of the school day as it will finish at 1.55pm. Lessons 1 to 4 will run as normal on Wednesday 29 June and students will take their snack break at the usual time. They will register with their lesson 4 teacher as usual before being dismissed at 1.55pm. Students on third snack break will be dismissed from the Dining Room.

In order to ensure that the classrooms are tidied and prepared for learning the following day, school will start at 10.00am on Thursday 30 June. Students will register in their tutor areas at 10.00am and commence Lesson 2 at 10.15am. Lesson 3 – 5 will then run as normal and students will take their snack break at the usual time.

We know that many students will be supporting this event and we are very grateful to all those who volunteer to help on our Open Evening. You will receive specific information from the relevant departments if your child is involved in this way.

Yours sincerely

Mrs S Bendall

Senior Assistant Headteacher – Pastoral, Behaviour & SENCo