

24th September 2018

Dear Parents/Carers

Secondary Transfer Evening

The evening when Year 6 pupils and their parents can look round Ashmole Academy is **Wednesday 3rd October 2018** at 6.45 pm. Please encourage any friend, relative or neighbour you have with a child in the top year of Junior School to come at that time. I would also appreciate your help in spreading the message that car parking at the school and surrounding area is very limited. There will be no parking available on the school site.

To enable the staff to prepare and then clear up afterwards, the following arrangements will take place. Students will be dismissed at the end of period 4 at 1.10 pm. No hot food will be available at lunch time on this day, sandwiches and snacks will be on sale at break time. Those students, who normally receive free school dinners, can collect a sandwich at break time. All students will be asked to leave the school site by 1.30 pm. We ask parents/carers to ensure that all students go home safely and are appropriately supervised.

On the following day, **Thursday 4th October**, school will begin slightly later than usual. Students should arrive for registration at **11:00 am** and the first lesson will be **period 3**.

Yours faithfully



Mr D Brown
Head Teacher

.....

Please return to your form tutor

Name: Form:
Block capitals

I/We acknowledge receipt of the letter from Mr Brown re: early closure on 3rd October 2018 for Secondary Transfer Evening.

Signature: Date:.....
Parent/Carer