

Headteacher: Mr D. Whales | Chair of Governors: Mr A. Brown

Wednesday 7th October – Early Closure & Open Evening Information

Dear Parent/Carer,

I am writing to inform you that on **Wednesday 7th October**, the school will be closing early at **1:15pm** to allow staff to prepare for our annual **Open Evening**.

Please note the following important details for the day:

- **School will finish at 1:15pm** for all students.
- There will be **no lunch service** on this day. Food will only be available during **break time**.
- Students who are entitled to **Free School Meals (FSM)** will be able to collect their meal from the canteen at 1.15pm. This will be provided as a **'grab and go'** option.
- If Parents/Carers require support for their child after 1.15pm please contact the school in advance so that we can make arrangements.
- Parents/Carers of students who require taxi's please inform the company of the change of time on this day.

In addition, if your child has volunteered to be a **student helper** during the Open Evening:

- They must return their **permission form to Main Reception by Friday 2nd October**.
- Years 7 – 11 Student helpers are expected to return to school via **Main Reception at 4.15pm – 4.30pm**.
- They must be in **full school uniform**, or **PE kit** if they are supporting in PE or Dance.
- Post 16 Guides to enter via the **Assembly Hall entrance at 4.15pm – 4.30pm**.
- The evening will conclude at **7:30pm**.

We appreciate your support in ensuring the day runs smoothly and look forward to showcasing the fantastic work and opportunities at Ken Stimpson Academy.

Yours sincerely,



Mrs J Purdy
Transition Lead