

Our ref OFA/ABS/TC

16 September 2014

Dear Parent/Guardian

**Open Evening 25 September 2014**

In order to prepare for our open event, the academy will close at 1.25pm for students on Thursday 25 September. We appreciate that this may inconvenience some parents and, as such, will supervise students until 3.10pm if needed. Should you require this service, please let the academy office know.

Any student in receipt of 'free school meals' will be able to collect their meal before leaving the academy.

Should you wish to join us at the Open Event, you are more than welcome. The event takes place from 6pm until 8.30pm.

Yours faithfully



Andrew Burns  
Principal

