



Learning Today for a Better Tomorrow

28th September 2018

Dear Parent/Carer,

Notice of early closure, Wednesday 17th October 2018

I am writing to inform you that we will be having an Open Evening for Year 4 parents and students on Wednesday 17th October.

Please note that in order to give the staff time to prepare their rooms for the Open Evening, students will be dismissed at **2:10pm**. If the early closure causes you a problem, we will be able to accommodate children until 3:00pm. The after school club will also run as normal if required.

I would be grateful if you could complete the reply slip below and return it to the school's office by Monday 15th October 2018.

As always, thank you for your continued support.

Yours sincerely,

Mrs M Smith
Headteacher

Priory Academy, Early closure 17th October 2018

Student name: Tutor Group

I am happy for my child/children to finish school at 2:10pm on Wednesday 17th October 2018

I request for my child to remain at school until 3:00pm on Wednesday 17th October 2018

Parent signature: