



AMI/Early Finish/Later Start

September 2018

Dear Parent/Carer

Re: Open Evening on Wednesday 3rd October 2018

As I hope you are aware, on **Wednesday 3rd October 2018**, we will be hosting our **Open Evening**, when parents of Year 6 students are invited to visit the school and see the great facilities and opportunities on offer to students at The Robert Napier School. It is also a chance for students themselves to showcase the excellent work that they have been producing and encourage others to join our school.

Many of our students have volunteered to be guides and assist in departments that evening, therefore, to allow time for staff and students to prepare, there will be an **early finish on Wednesday 3rd October 2018**. Students will be asked to go back to their form rooms at the end of period 4 (i.e. **at 1:20pm**) where they will be registered and then permitted to leave. If your child is in receipt of free school meals, they will be able to 'purchase' this at break time on this day. Students who are helping at the Open Evening should return to the school by 5:30pm in full school uniform.

I am anticipating a very busy evening and it will be a late finish for the staff and students involved. Therefore, I have decided to have a late start on the Thursday, to allow time for classrooms to be returned to normal working conditions. Students should arrive at school **on Thursday 4th October 2018 by 9:30am**, where they will be registered as normal, and then start their lessons from period 2 (i.e. from 10:00am).

If you have any concerns in respect of either the early finish or late start, please contact your child's House Team. Thank you to those of you that have given your permission for your son/daughter to participate in this event and for your continued support.

Yours faithfully



Mr A Minchin
Headteacher