



2 November 2023

Dear Parents / Carers

I am writing to remind you that Friday 1 December is an INSET day so students should not attend school that day.

On Thursday 30 November 2023, St Bernard's High School is holding its Sixth Form Open Evening between 7.00pm and 9.00pm. All KS4 students and their families are welcome to join the external visitors who attend in exploring the many opportunities available in our successful Sixth Form. All prospective Sixth Form students must be accompanied by an adult.

In order to prepare the site for the evening, school will finish on 30 November 2023 at 2.00pm. To safeguard the students, I would be grateful if you could make suitable arrangements for your child to be collected at 2.00pm or to make their way home independently. As always on these occasions, if for any reason your child is unable to leave at 2.00pm senior staff will be available to supervise until the end of the day (3.30pm). If this is the case, please complete the slip below which should be given, by your child, to their form tutor by Monday 13 November 2023.

Yours faithfully

Mrs A Moise-Dixon
Headteacher

Please complete and return this slip to your daughter/son's form tutor, by Monday 13 November 2023, if your daughter/son is unable to leave School at 2.00pm on Thursday 30 November 2023.

NAME.....**FORM**.....

Re: Early School Closure on Thursday 30 November 2023

I am unable to make arrangements for my child to leave the school at 2.00pm on Thursday 30 November. I would like the school to supervise my child in school until 3.30pm.

SIGNED:

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(Parent / Carer)