



27 June 2024

Dear Parents/Carers

**Re: Early School Closure on Thursday 11 July 2024**

On Thursday 11 July 2024, St Bernard's High School is holding its Open Evening for current Year 5 students who are interested in joining the school in September 2025. In order to prepare for this event, the school will close early so students will be dismissed at 12.30pm.

This is our usual practice and students are aware. I would be grateful if you could make suitable arrangements for your daughter/son to be collected at that time or make their way home independently. Senior staff will be on site should your daughter/son need to stay at school until the end of the day (3.30pm). If you require your daughter/son to stay until the end of the day, please complete and return the reply slip below.

If your daughter/son is helping at the Open Evening they will have received a separate letter about this.

Please note that due to the late finish on the Open Evening, there will be a late start the following day on Friday 12 July. Gates will be opened to students at 10.00am, and all students are expected onsite by no later than 10.25am for registration at 10.30am.

Yours faithfully

**Mrs A Moise-Dixon**  
Headteacher

*Please email this slip to [office@stbernards.southend.sch.uk](mailto:office@stbernards.southend.sch.uk) by Tuesday 9 July 2024.*

**Name:** ..... **Form:** .....

**Re: Early School Closure on Thursday 11 July 2024**

I am unable to make arrangements for my daughter/son to leave the school at 12.30pm on Thursday 11 July. I would like the school to supervise him/her in School until 3.30pm.

**Signed:** ..... **(Parent/Carer)**      **Date:** .....