



Tuesday 4th September 2024

Dear Parent/Carer

**Early Closure on Thursday 12<sup>th</sup> September 2024 and Late Start on Friday 13<sup>th</sup> September 2024**

On **Thursday 12<sup>th</sup> September**, the school will be holding its annual **Open Evening** for parents of children hoping to join the school in September 2025. Parents, with their children, will be able to tour the school to view and take part in the demonstrations and displays in faculty areas from 5pm. Consequently, there will be changes to the school routine in preparing for the evening and tidying up the following day.

On **Thursday 12<sup>th</sup> September**, school will **finish at 12.30pm** and both Platinum Coach Hire and Apple Coaches will collect at this time. Please advise us in advance by emailing [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com) if you are unable to collect your child and they need to remain at school, where they will be supervised until 3pm. These students can then be collected from reception.

In order to prepare all the classrooms and spaces for lessons the next day, we will be starting school later in the morning on **Friday 13<sup>th</sup> September**. Students should **arrive for registration at 9.40am**. Both Platinum Coach Hire and Apple Coaches will make a later run, with pick up times advised by the drivers earlier in the week.

The Open Evening is a very important date in the school's year and we look forward to seeing our Student Ambassadors and staff proudly present their school on this evening.

Yours sincerely,

Mr D Edwards  
Headteacher