20 June 2023

Dear Parents/Carers

**Re: Early School Closure on Wednesday 5 July 2023**

On Wednesday 5 July 2023, St Bernard's High School is holding its Open Evening for current Year 5 students who are interested in joining the school in September 2024.  In order to prepare for this event, students will have lunch from 12.00pm – 12.50pm, be registered and then dismissed at 1.00pm.

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 Thursday 6 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

Text, letter

Description automatically generated

**Mrs A Moise-Dixon**

**Headteacher**

*Please email this slip to office@stbernards.southend.sch.uk by Tuesday 4 July 2023.*

**Name:** ………………………………………………………………………………… **Form:** ………………………………………………

**Re: Early School Closure on Wednesday 5 July 2023**

I am unable to make arrangements for my daughter/son to leave the School at 1.00pm on Wednesday 5 July. I would like the School to supervise him/her in School until 3.30pm.

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