

18<sup>th</sup> September 2023

Dear Parents and Carers,

## Re: Early finish due to Open Evening

As you will be aware, on Wednesday 20<sup>th</sup> September 2023, it is Open Evening, where prospective parents and students will visit our school. As in previous years, school will close at 2pm for all students. This is to ensure that any students helping out on the evening (of which there will be many) have enough time to get home and have something to eat before returning to school, as well as ensuring enough time for staff to prepare for Open Evening.

The five period day will run with slightly shorter lessons to allow for the 2pm closure. This means students should bring all their usual equipment to school as they would on a normal day.

As always, if you have any questions, please do not hesitate to contact me at the school.

Yours faithfully,

**Mr James Cannon** Deputy Headteacher Ridgewood High School

