

September 2015



Dear Parent/Carer

The Sir Robert Woodard Academy has an Open Evening scheduled for Thursday 1 October. The evening is primarily to allow parents of Year 6 students to visit the Academy and find out what we have to offer, but may also be a chance for anyone with an interest to visit.

The event will be made up of tours of the Academy, demonstrations of work and sports, musical performances, various displays, as well as two presentations by the Principal, one at 7pm and the second at 8pm.

In order to carry out essential preparations for this event, it is necessary for us to close the Academy on 1 October at 12.50pm and we would ask that you make arrangements in order that your child can be dismissed from the Academy at this time. Students who receive free school meals will be provided with a packed lunch at break time. If you would like a packed lunch provided for your child, at a cost of £2.00, please complete the slip below and return it to Student Services.

If, for any reason, you are unable to make provision for your child to leave school at 12.50pm, please contact Student Services and we will do our best to assist in any way we can.

Thank you for your understanding in this matter and please come along and join us for the evening if you are available.

Yours faithfully

**Peter Midwinter**  
**Principal**



**Student Services**

I would like a packed lunch provided for my child on 1 October at the cost of £2.00

Name of Child: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Parent: \_\_\_\_\_  
Signature