



## Early closure for Open Evening – letter dated 13/9/23

Dear Parents/Carers,

At this time of year, we have our annual Open Evening for prospective year 7 parents and this year it falls on **Thursday 28<sup>th</sup> September**. As you are probably aware, a large number of our students help us prepare for the evening and on the night itself act as guides and ambassadors within subject areas. To facilitate this and to allow our cleaning team the necessary time to prepare the site for such an important event, normal school will finish at **1.35pm**. Students taking part can then either remain on site to help or go home for a break before returning at 4:45pm for the Open Evening.

Students not involved are invited to leave at 1.35pm on that day, however if they cannot get home, they are free to remain in school until 3.15pm.

As we will be allowing students to leave at the start of lunch, we are conscious that this means we need to ensure we still provide food for students entitled to free school meals. Could I ask that if your child is entitled to a free school meal and wishes to order a packed lunch to take home on the day (available for collection at break time) please contact Vicki Denny at [vjd@malbank.cheshire.sch.uk](mailto:vjd@malbank.cheshire.sch.uk) to request one.

Individual transport arrangements and the following list of buses can pick up at the earlier time of 1:35 -

- Route 84
- Route 1
- Route 2

As is the case annually for this event, buses not listed above such as the D&G service have not been able to confirm a 1:35pm collection and as such will still arrive at their usual time. As previously stated, students are free to stay on site with us until 3.15pm or may wish to make alternative arrangements to get home.

Many thanks in advance for your support and I apologise for any inconvenience the early closure may cause.

Yours,

Mr J Harrison  
Headteacher  
Malbank School and Sixth Form