



Headteacher: Mr David Graham

Our ref: KA/Central Admin

19th September 2019

Dear Parent / Carer,

Re: Open Evening

On Tuesday 1st October 2019 we are delighted to be hosting our annual Open Evening for families of prospective new students. This is an opportunity for us to showcase the fantastic range of talents and opportunities that are on display on a daily basis at Putteridge High School. This is always an extremely well attended event. All staff and a large proportion of the student community will be working hard throughout the evening. I would be very grateful if you could share this information with friends and family who may have children in year 6 and encourage them to attend what is always, a fantastic evening.

To enable us to prepare the school for what will be a long evening, the school day will end at 12.15pm for all students from year 7 to 11 on **Tuesday 1st October 2019**.

The day after Open Evening, Wednesday 2nd October 2019, students should arrive for school at 9.50am and go straight to lesson 2 on arrival.

Please be aware that many of the students will be invited to act as guides or help in departments on the evening. Where students have been invited to help in these roles, permission letters will be sent home for parents/carers shortly.

Yours faithfully,

Mr K Ashby
Assistant Headteacher