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Ref: LHE.JCPOpenEveningEarlyFinish26Sept24

18 June 2024

Dear Families

### **Open Evening – School Early Finish – Thursday 26 September 2024**

We are hosting our annual Open Evening on **Thursday 26 September 2024**; we have decided to host only one evening this year.

Therefore, to ensure we can prepare appropriately for the event, we will be ending school hours early and **all students will finish school at 12:30** on the date above.

We have contacted the bus companies; all the standard contract (non-public) buses will arrive early at 12:30.

Registered services 88, 384 & 985 will have to operate at the usual times as they are public buses. ECSTO 88 is also a public service which students can catch at 13:36.

Please ensure that you make arrangements for your child to get home safely in light of this information. The public buses will be running throughout the day – for the timetables please follow this link:

<https://www.suffolkonboard.com/school-travel/travelling-to-school/sb-stowmarket-and-stowupland-high-schools/>

If you have any further questions regarding buses routes, please contact Suffolk Onboard via email on [transport.service@suffolk.gov.uk](mailto:transport.service@suffolk.gov.uk)

Therefore, please click [HERE](#) to inform us if you are not able to make arrangements for your child to go home at the earlier time of 12:30, and they will need supervising at school until 15:10, when the buses normally arrive.

Please complete this form by **Friday 13 September** at the latest so we can identify which students will still be in school after 12:30 for safety and safeguarding purposes. This letter will be sent out again in the new school year.

If your child is a Student Helper for the evening, a second letter will be released shortly with the details regarding this. However, please be aware that your child will be expected to **leave school at 12:30 and return to school to no earlier than 15:30** to assist with the evening. Your support is greatly appreciated.

Yours faithfully

*Ms Hernandez*  
Headteacher



**Kingfisher Schools Trust**

Registered address: Prospect House, Little Money Road, Loddon Business Park, Loddon, Norfolk. NR14 6JD

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