



13 September 2023

Dear Parent / Carer,

On Thursday 28th September, from 6.00pm– 8.30pm, we will be holding our Open Evening for parents and carers of prospective pupils. This evening is designed to provide you with as much information as possible in order to assist you in deciding which secondary school will best suit your child.

The numbers of visitors we are expecting to attend this year will be considerable. The Headteacher's talk will take place at the following times in the Main Hall:

Talk 1	6.15pm to 6.45pm
Talk 2	7.00pm to 7.30pm
Talk 3	7.45pm to 8.15pm

Tickets admitting visitors to one of the talks **will be issued via the Eventbrite system from Monday 18th September at 6pm**. Families will be able to secure no more than 3 tickets as this will ensure comfortable seating for all three audiences and an opportunity for students, parents/ carers to attend. We will be recording one of the talks during the evening and this will be available for visitors to view on our school website.

Throughout the evening, opportunities will be provided for you to tour the Academy and to meet members of staff, pupils, governors and parents. Refreshments will be available in our canteen between 6.00pm and 8.30pm. The Academy will close at 8.30pm.

Since the nature and duration of the evening are considered to be unsuitable for very young children and toddlers, we suggest that, if at all possible, you visit with the prospective pupil only. However, we appreciate that in some circumstances this may not be possible.

Parents and carers and prospective students are welcome to visit the school during the day, the week beginning the 2nd October. Tickets for these tours will also be made available via **Eventbrite on Monday 18th September at 6pm**.

We encourage people to walk to the event where possible. There is no available parking in Marlborough Gardens. There may also be some parking restrictions in Ingrebourne Gardens.

I hope to meet you on the 28th September, and trust that all parents/carers who attend will find the evening useful.

Yours sincerely,

Miss M Ducker
Headteacher

