

Friday 21<sup>st</sup> September 2018

Dear Parents and Carers,

**Re: Secondary Open Evening**

Seva School will be holding a Secondary School Open Evening (for pupils starting in year 7 in September 2019) on **Wednesday 3<sup>rd</sup> October 2018** from 6.00pm until 8.00pm.

In order for the staff and for the pupils who are helping during the evening, to have adequate time to set up their departmental areas we will be closing the school earlier.

**Could you please collect your child/children on this day at the following times?**

- Primary years Reception to Y4: collect pupils at 3.00pm
- Primary years 5 & 6: collect pupils at 3.10pm
- Secondary: collect pupils at 3.15pm

For pupils travelling home by school transport. The **Coaches will depart from Seva School at 3.25pm** to arrive at their destination in accordance with the usual journey time.

Yours Sincerely,

Julie Griffiths

Head of School