

September 2018

Dear Parents/Carers

**Open Evening for Year 7 Intake September 2019 – Thursday 11 October 2018**

Notley High School & Braintree Sixth Form will be holding its Open Evening for Year 7 Intake September 2019 on Thursday 11 October. As you are aware, there is enormous preparation for this event and staff and students work hard to promote a stimulating insight into life at Notley High School & Braintree Sixth Form.

In light of this, I would like to inform you that the sixth form will finish early on Thursday 11 October at 2pm.

This departure from normal practice will allow staff and students to prepare effectively for the evening. I apologise for any inconvenience this might cause. We will supervise any students who cannot get home.

Please also note that as there is a staff training day on Friday 23 November 2018 and Friday 7 December, the sixth form will be closed to students on these days.

I would like to thank you for your support in this matter.

Yours faithfully

A handwritten signature in black ink, appearing to be 'R. Miller', written in a cursive style with a long horizontal stroke extending to the right.

Mr R Miller  
Assistant Headteacher, KS5