



Headteacher
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Coopersale and Theydon Garnon C. of E. V.C Primary School

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Monday 7th October 2019

Early Closure for Parent Consultations – Wednesday 23rd October 2019

Dear Parents/Carers,

The school's governing body have approved the early closure of the above date. On this day school will finish at 1.15pm, for all children to be collected. This is to allow our Parent Consultation sessions to take place from 1.30pm to 7.30pm.

This Thursday, you will receive a hard copy letter to request a specific session time for a meeting with your child's class teacher. Please check bags for this letter on the day.

Our after-school provider, Shine Clubs, have agreed to open early for parents who may wish to use their service. This would be at a charge of £6 per pupil per hour until 3.15pm, with normal charging rates taking place from 3.15pm (£6 for session 1, 3.15pm to 4.30pm and £6 for session 2, 4.30pm to 6pm). If you are planning to use this provision – please make sure you have registered with, Shine Clubs in advance. Registration forms can be found at: <https://www.shineclubs.com/coopersale>. Alternatively, hard copies can be taken directly from Shine Clubs (go to the side door to the hall and ring the bell) or at the school's front office.

In addition, please see the list below of other parent consultation days for this year, that do require an early closure (these have also been approved by our governing body):

- **Reception class only:** Thursday 13th February 2020 (Reception Class Only – Early Closure at 1.15pm for Parent Consultations to take place from 1.30pm to 7.30pm) (Year 1 to 6 classes will remain open and have a normal end of day time of 3.15pm)
- **Years 1 to 6 Only:** Thursday 21st May 2020 (Years 1 to 6 Classes Only - Early Closure at 1.15pm for Parent Consultations to take place from 1.30pm to 7.30pm) (Reception class will remain open and have a normal end of day time of 3.15pm)

A must if not done already: This letter has also been sent via our new school app, available on all mobile devices. To download, go to your App Store on your device and search: School Jotter. Once downloaded search on the app for: Coopersale and Theydon Garnon C.E Primary School

Many Thanks,

Dale Bateman