

Dear Parents / Carers,

Early closure for Open Evening and INSET Day arrangements

I am writing to inform you that we will be holding our annual Open Evening on Thursday 5th October 2017. This is a chance for prospective students and their families to visit the Academy, and is a chance for us to showcase all the wonderful opportunities available at Chelsea Academy.

As in previous years, students will finish early on Thursday to allow for preparation time. This means that the Academy day will finish after period 4 for all students, **and students will be dismissed from a short coaching time at 1.15pm**. Students who receive free school meals are welcome to collect a sandwich lunch from 1.15pm to 1.30pm, but you must notify us of this in advance by filling in [this google form](#). Lunch will only be provided for students whose names are on the list to avoid unnecessary waste. A number of students will be invited to be ambassadors for the Academy and to assist with Open Evening, and these students will receive a separate letter with more information.

Please be aware that Friday 6th October 2017 is an INSET day for staff. The Academy will be closed to all students. We look forward to welcoming students back into the Academy at usual time (before 8.35am) on Monday 9th October 2017.

Yours faithfully,



Mr M Williams
Principal