

JG/SJP



10<sup>th</sup> September 2021

Dear Parent/Carer,

**Re: Early Closing for Open Evening**

The school will be hosting on **Open Evening from 5.30 pm to 8.30 pm on Wednesday 15<sup>th</sup> September 2021**. All departments will be presenting examples of students' work, displaying information about programmes of work and showing the range of teaching resources used.

**In order for final preparations to be made, the school will close at 12.30 pm.** Students entitled to free school meals will be catered for. The taxi firms have been advised of the earlier finishing time for normal transport arrangements to take place. Please ensure someone is at home to receive the student.

Thank you for continued support.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J Gray'.

Mrs J Gray  
**Headteacher**

Headteacher: **Mrs J Gray, MSc, NPQH**

St Michael's Church of England High School • Rowley Learning Campus • Curral Road • Rowley Regis • West Midlands • B65 9AN  
Telephone: **0121 561 6881** • Fax: 0121 561 6882 • email: [contact.staff@st-michaels.sandwell.sch.uk](mailto:contact.staff@st-michaels.sandwell.sch.uk)