



The Astley Cooper School

Part of the East Dacorum Co-operative Learning Trust

Our ref: EG/LD

16 September 2019

St Agnells Lane, Hemel Hempstead HP2 7HL

Tel: 01442 394 141

Fax: 01442 401 407

Email: admin@astleycooper.herts.sch.uk

Web: www.astleycooper.herts.sch.uk

Headteacher: Edward Gaynor

Dear Parent/Carer

Open Evening

On the evening of Thursday 3 October the school will be holding an Open Evening for parents of junior school children. In order to prepare the school for this important event we will be closing early that day. School will finish at 1.30pm; lunch will be available as normal and students who are unable to return home will be supervised during the afternoon.

I expect the majority of our students to be available to help during the evening, from approximately 6.15pm until 8.30pm. If your child is selected to help one of the staff, I hope that you will support us by making arrangements for him or her to be here on this important evening for the school.

On the following day, Friday 4 October, the school will be closed to students for a staff training day. Please do not send students to school on that day.

Students should return to school for registration as usual at 8.30am on Monday 7 October.

Thank you for your support.

Yours sincerely

Mr E Gaynor
Headteacher

Reply slip – Please return to the Form Tutor by Friday 27 September 2019

Student's Name: Form:

I have read the Headteacher's letter dated 16 September 2019 and:

- I give permission for my son/daughter to leave school at 1.30pm on Thursday 3 October
- I will ensure my son/daughter returns to school at 8.30am on Monday 7 October

Parent/Carer Name (print)

Signature

