



Our Ref: JLE

12 September 2018

To: All Parents/Carers

Dear Parent/Carer

### **Meet the Head Evening**

On Wednesday 19 September 2019 we will be holding the first of our 'Meet the Head' evenings for this academic year. The focus of the evening will be 'Hope Learning Trust – Academy Conversion Update'. The evening will be led by Helen Dowds, Executive Lead for Academy Conversion from Hope Learning Trust.

We hope you can join us for the evening which will start at 6.30pm. Both myself and other members of the School's Leadership Team will be present.

### **Student Information**

A reminder that it is vital that the School holds up-to-date information for your child, particularly contact information for use if your child is ill whilst at School, in an emergency, or in the case of a school closure. An emergency contact other than the parent/carer(s) is also ideally required. This contact will only be used in the event that the parent/carer(s) cannot be contacted. Please remember to contact the school as soon as possible if your contact details require updating or if there are any other updates required to your child's school record eg medical information, change of address etc.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Julian Leader'.

Julian Leader  
**Headteacher**