



# Emerson Park Academy

---

Dear Parent/Carer,

## **Open Evening – Thursday 14<sup>th</sup> September 2023**

I am writing to advise you that this year's Open Evening is set for Thursday 14<sup>th</sup> September 2023 from 5.30pm until 8.30pm.

As a consequence of the need to get the academy ready for this showcase event, it is necessary to finish school early at 12.35pm on Thursday 14<sup>th</sup> September 2023. The buses will be arranged accordingly and will be on site at 12.00 noon. Naturally, for any pupils where it is not possible for them to be cared for at home on Thursday afternoon they are welcome to remain on site where they will be looked after until 3.10pm. However, I must inform you that the buses will not be available at the end of the school day (3.10pm) and therefore it will be necessary for you to make arrangements for your child to travel home from school.

If you would like your child/children to remain on site on Thursday afternoon, please complete the attached slip and return it to the Academy Office by Tuesday 12<sup>th</sup> September 2023. Your child/children must report to the Reception Office at 12.35pm on Thursday 14<sup>th</sup> September 2023 for registration purposes.

## **Late start - Friday 15<sup>th</sup> September 2023**

There will be a late start for pupils on Friday 15<sup>th</sup> September 2023. This will enable members of staff to clear up their rooms following the Academy's Open Evening event.

The academy will be open from 11.20am. Pupils will be registered at 11.35am (period 3) when lessons commence. The buses have been notified accordingly.

- The **650** buses shall depart **Romford North street** at **10.47, 10:50 & 10.53am**
- The **656** buses shall depart **Tesco Gallows Corner** at **10.50 & 10.55am**

Whilst I accept this is a disruptive start to the term, I firmly believe that getting this important event behind us enables us to focus and build momentum throughout the rest of the term.

Thank you for your support in this matter.

Yours sincerely,

Scott McGuinness  
Head Teacher

Wych Elm Road, Hornchurch, Essex RM11 3AD

Telephone: 01708 475285 | Fax: 01708 620963 | Website: [www.emersonparkacademy.org](http://www.emersonparkacademy.org) | Email: [info@emersonparkacademy.org](mailto:info@emersonparkacademy.org)

Head Teacher: Mr Scott McGuinness BSc (Hons), PGCE, PGDip(Ed), NPQH

Emerson Park Academy is a company limited by guarantee, registered in England and Wales.  
Company Number 07726858 Registered office: Wych Elm Road, Hornchurch, Essex RM11 3AD.

To: School Office, Emerson Park Academy, Wych Elm Road, Hornchurch RM11 3AD

**Open Evening – Thursday 14<sup>th</sup> September 2023**

I would like my child/children named below to remain on the academy premises on the afternoon of Thursday 14<sup>th</sup> September 2023.

\_\_\_\_\_ form: \_\_\_\_\_

\_\_\_\_\_ form: \_\_\_\_\_

\_\_\_\_\_ form: \_\_\_\_\_

I will make arrangements for his/her/their travel home from school at 3.10pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_