



Winchmore School

learning to realise potential

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Headteacher: Jim Owen

Our Ref: early finish

2025/o/admin/prospective parents evening

9 September 2025

Dear Parents and Carers,

Open Evening Arrangements: Wednesday 24 September 2025

On Wednesday 24 September, Winchmore School will be welcoming parents of prospective students and their children to our Open Evening.

In order to allow staff to prepare for our Open Evening, please note the following schedule:

- **Wednesday, 24 September: School will finish at 1.20pm.**
 - ❖ The school restaurant will only be open at break time to all students on this day. Students who receive a free school meal will be able to collect a packed lunch at that time.
 - ❖ All after-school activities, including homework clubs, will not take place on this day.
 - ❖ If your child needs to stay at school until 3:00pm there will be a supervised study room available. Please inform the school office to arrange for them to be in the supervised study room.
- **Thursday, 25 September: Students should be in school by 9.20am.**
 - ❖ School will have a late start to allow for clearing up after our Open Evening. Students should be in school by 9.20am for the beginning of lesson 2 which starts promptly at 9.30am.

If you are planning to attend our Open Evening, please be aware that we are operating an online booking system which includes 4 half hour sessions from 6.00pm to 8.00pm as shown below:

Session 1	6.00pm - 6.30pm
Session 2	6.30pm - 7.00pm
Session 3	7.00pm - 7.30pm
Session 4	7.30pm - 8.00pm

Each session will start with a presentation by Mr Owen, the Headteacher, followed by a tour of the school.

If you wish to book a session please click on the following link:

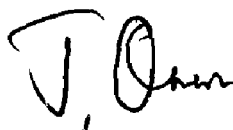
<https://forms.gle/QgsBP4WCp1WdNRaK9>

As you are aware the front entrance to the school is in a cul-de-sac (Laburnum Grove) and parking is extremely limited. It will be difficult to park in the immediate vicinity of the school and we ask that, if possible, you walk, or, if you need to drive, you park further away from the school.

Please be mindful that we are located in a residential area. There will be very limited parking on site which is accessed from Highfield Road. Please do not rely on parking on site, as spaces will be filled quickly on a first come, first served basis. If you live in our local community, please walk on the evening. If you do choose to drive, please be considerate of our residents and use the local car park in Farm Road and park responsibly.

As always thank you for your continued support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Owen', written in a cursive style.

Mr J Owen
Headteacher