

Dear Parent/Carer,

**Re: Hinchley Wood School Open Evening – Ticket Entry Only
Feeder School Information**

On Thursday 24th September, we are holding our annual Open Evening at Hinchley Wood School for prospective students and their parents/carers. This is open to current Year 6, or if you have a child in Year 5 with an EHCP as these application deadlines will be slightly different.

- **Please note that you will only be able to attend the evening with a ticket.** Click the link below to book your ticket; you can attend any of the 3 slots, if available, and feeder schools will have priority booking over external visitors until Friday 11th September. We would ask that you do not share this code.
- **If you do not want to attend the Headteacher presentation, please book a ticket just for a self-guided tour.**
- **PLEASE CAN WE REQUEST THAT YOU ONLY MAKE ONE BOOKING – SHOULD YOU MISPLACE YOUR BOOKING PLEASE DO NOT MAKE A DUPLICATE BOOKING, YOU SHOULD CALL THE SCHOOL RECEPTION ON THE NUMBER BELOW AND THEY WILL HELP YOU LOCATE YOUR BOOKING. Any duplicate bookings will be deleted.**

There will be an audio narrated presentation about our admissions procedures on our website a week prior to the Open Evening. It is always useful to watch this in advance of the evening so that you are aware of our Admissions criteria and how places were allocated in previous years.

How to book a ticket – **bookings can be made from 6pm on Monday 7th September:**

- Click on this link: <https://buytickets.at/hinchleywoodschool/2396900>
- Select how many tickets you require (maximum of 4 per group) and complete the names of all those attending the evening.
- Once the booking is complete you will be sent a bar code via email – please either print or save to your device as this will be your ticket for the Open Evening.
- Please call the Hinchley Wood School reception on 0208 398 7161 if you need help to make a booking. General queries should be sent to info@hinchleywoodschool.co.uk

We stagger the number of visitors on site as we have found in previous years that students and parents/carers had a much more positive experience in contrast to the days when rooms were very crowded.

Please arrive at the school on foot, please do not drive as there will be **no parking on site**. If you have a blue badge and an access requirement that would need a disabled parking space (and/or disabled access around school) please contact info@hinchleywoodschool.co.uk by 12:00 pm on Tuesday 23 September.

We very much look forward to welcoming you to our Open Evening.

Yours sincerely,
Ms Cachia and Miss Macdonald
Headteachers