

# Lisnagarvey High School

Warren Gardens  
Lisburn  
BT28 1HN



*School Values*  
*Mutual Respect*  
*Success for All*  
*Meeting the Needs of Individuals*  
*Caring and Responsible*

*Principal – Jim Sheerin*

Ref JPS/CJ/CB

6 January 2026

Dear Parent

## **Preparation for Transfer Evening**

### **Early Release on Thursday 15 January 2026**

As part of our Transfer Evening the school will be hosting a large number of P7 pupils and their parents on the above date.

In preparation for this evening a considerable amount of work is required and to facilitate such, formal classes will be suspended from 1:45pm.

In the circumstances, should you wish your child to remain in school until 3:30pm, I would be prepared to accommodate such a request provided the attached reply slip is duly completed. A supported study programme has been arranged for all students whose parents wish them to remain in school.

If this supported study is requested this reply slip **MUST** be returned to the Class Tutor by **Tuesday 13 January 2026**.

The Translink bus rota will be unaffected, departing at 3:30pm as usual, to accommodate children leaving school at the normal finishing time.

It is a very important date on our calendar and all pupils, staff and parents involved in organising the event require preparation time.

If you have any further questions regarding this arrangement, please do not hesitate to contact me.

Yours sincerely

C Johnston  
Vice-Principal  
X-----

**REPLY SLIP**

### **Early Release on Thursday 15 January 2026**

Name \_\_\_\_\_

Class \_\_\_\_\_

I request that the above-named pupil remain in school until 3:30pm on Thursday 15 January 2026. I am satisfied that suitable arrangements have been made for adequate supervision on this occasion.

Signed \_\_\_\_\_  
Parent/Guardian

Date \_\_\_\_\_