



September 2017

Dear Parent/Guardians

Re: Pupils helping out at Open Evening - Thursday 5th October

Your child has been selected to help out with the Open Evening at school.

The evening will start at 5:00pm therefore your child will need to be at school for 4:45pm to help arrange the evening. The evening will be finishing at approximately 8:00pm.

Your child will be assisting with some of the following: welcoming of the guests, handing out information leaflets, serving refreshments, etc and some students will be involved in PE activities. All students will be required to wear full school uniform.

Please could you complete the tear off slip at the bottom of the page to indicate whether you agree to your child helping out at Open Evening and the arrangements for travelling home.

If you have any queries please do not hesitate to contact me at school on the number above.

Yours sincerely

Judith Schafer
Headteacher

Open Evening - Thursday 5th October

Name of Child: _____

Subject area: _____

I give permission for my child to help with the Open Evening on Thursday 5th October 2017. I will collect my son / daughter at 8pm **OR** my son / daughter will walk home at 8pm.

Parent/guardian signature: _____

Date: _____