



Dear Parent/carer

Re: Open evening – Wednesday 5th October

On Wednesday 5th October we have our annual open evening where prospective year 7 parents will be visiting the school. We would very much like your son/daughter to help out in the evening in one of our departments in order to showcase the school and the opportunities we offer. Please can the students arrive at 6.00pm and go straight to the department in which they are helping. They will finish at 8.30pm, please can you arrange with them how they will be going home at this time.

If you are happy for your son/daughter to help then please could you complete the permission slip below and return to the appropriate head of department.

Please do not hesitate to contact me with any queries.

Yours sincerely

Mr J Watson
Head of secondary section

We would like to invite your son/daughter to help in the _____ department with _____

I give permission for my son/daughter to help out during the opening evening on Wednesday 5th October from 6pm to 8.30pm.

Name of student:

Form group:

Name of parent/carer:

Signature of parent/carer: