30th October 2023
Our Ref: SMJ/nmr

Dear Parents/Carers,

Re: Sixth Form Open Evening – Thursday 30th November 2023 7.00pm – 9.00pm

The annual Sixth Form Open Evening is being held on Thursday 30th November from 7pm-9pm.

All departments are organising demonstrations of work and displays and require the assistance of a number of students and there is a need for students to act as tour guides on the night. Your daughter/son has been asked to assist during the evening.

Our students are excellent ambassadors for the school, so I am grateful for your child's assistance in this evening. The Open Evening provides valuable experience for your child to develop effective communication skills and to work as part of a large team, both of which can be referenced in personal statements or references for employment or UCAS. Visiting parents always comment on the excellent job the students do on these occasions.

As there will be no supervision between the end of the school day until the start of the Open Evening, your child should go home at the end of the school day and returning for **6.30pm. Your child should enter via reception** and go directly to the Library for registration, remaining in the Library if they are a tour guide or going to the department to which she/he has been allocated. Staff will be in the school to supervise in each department.

Safeguarding of students is very important to us and we are especially mindful of students' safety following such events. Please give permission for your daughter/son to take part in the open evening via this link by Monday 6th November https://forms.office.com/e/czBKeRKgBF and ensure that you have made arrangements for his/her travel home after the event. If permission is not received they will not be able to take part in the evening.

Yours sincerely

Ms S Jackson
Assistant Headteacher (Sixth Form)