

7 September 2009

Dear Y9 student

All of Y9 are invited to represent the school at Open Evening. Your role would be to act as guides the parents and their Y6 children, taking them on a tour of the school. You would also greet the parents and students as they came into school, handing out the necessary information to them.

Arrive in school by 5:45 on Wednesday 16 September

Forms LXD, RXH, CL, JTM, report to B16 & B17

Forms CXC, DJT, LH report to E5

Forms MKP, DM report to E1

Staff in these rooms will make sure you are ready and will send you to the foyer when you are need.

Obviously, you will need to wear your best school uniform and look as smart as you possibly can.

One of the reasons we have chosen you is that by completing this task you will gain credit towards one of your CoPE units. Ask your CoPE teacher about that. At the end of the evening you will give a form to the guests you have guided around. They will fill this in to give you feedback and evidence of a successful tour.

The evening will finish at 9:00 pm but it is possible that you will be allowed earlier. When you leave you must tell one of the teachers who supervised you so that they can tick you off the list.

Please can you get the slip signed and returned to Mrs Mewis asap.

Yours sincerely

Mr SJ Clark

Deputy Head

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Student: \_\_\_\_\_

Form: \_\_\_\_\_

I give permission for my child to act as a host/guide at the Open evening, 16 Sep 2009, 6:00 – 8:30pm

Signed: \_\_\_\_\_ parent/guardian

Print Name: \_\_\_\_\_