

11<sup>th</sup> September 2017

Dear Parent / Carer

**RE: Year 6 Open Evening**

On Tuesday 19th September we are holding our open evening for Year 6 students who will be joining us in September 2018.

During the evening we will be showcasing activities in different curriculum areas. The evening starts at 6.30pm and will be over by 8.30pm.

Your son / daughter has volunteered to come and help with the evening. I would be grateful if you would complete and return the attached reply slip to their teacher no later than Monday 18th September.

Many thanks for your help.

Yours faithfully

**Mr D J Cornford**  
**Assistant Headteacher**

.....  
**Reply Slip – Please complete and return to subject teacher by Monday 18th September 2017**

Student's Name: ..... Tutor Group: .....

I do/ do not give permission for my son / daughter to help at the transition evening on 19<sup>th</sup> September 2017 from 6.00pm to 8.30pm. They will be wearing full school uniform.

I will make necessary arrangements for them to be collected from school at the end of the evening.

Signature: .....  
Parent/ Carer

Date: .....