



25 October 2019

Dear Parents and Carers

**Re: Sixth Form Open Evening Wednesday 13 November**

Your child has volunteered to help out during our Sixth Form Open Evening next Wednesday 13 November 2019.

They will be needed from 3.15pm where they should report to the Sixth Form Common Room to be assigned their duties for the evening. The evening is due to finish at 7.30pm and their help until this time will be greatly appreciated. They should dress smartly and should also bring a coat or something warm to wear as some tours and escorting between buildings outside will be required.

We really appreciate the vast amount of help and support we receive from the students at times like this as these events would not run as effectively or efficiently without them.

Yours sincerely



Mrs S Howells  
**Head of Sixth Form**