

**Sent via ParentMail**

23 September 2022

Dear Parents / Carers,

***OPEN EVENING – Tuesday, 4th October 2022***

On Tuesday, 4th October 2022 we will be holding our Open Evening event, from 5pm-8pm, for prospective parents to come to view our Academy.

This is an opportunity for parents to visit our Academy before they make their secondary school choice for their son / daughter. Faculty Heads have asked your child to be a Student Helper on this day. The students are really proud of the Academy and I would like them to share this with prospective parents.

I do hope you will allow your child to help on this important Academy event. It will be a great experience for all involved.

All students participating in this event should arrive promptly at 4:30pm and report to the side entrance by the Astro field (there will be SLT and Heads of Year to guide them from the main entrance). **Students must be impeccably dressed and wearing full school uniforms.** They should be collected at 8:15pm from the main reception to go home.

Please advise your support in consenting for your child to be involved in the Open Evening event as Student Helper by filling in the form which is available under the 'Form Section' on ParentMail. Please respond to this request no later than **Friday, 30th October 2022.**

Without consent being given in advance, or the correct uniform being worn, I regret that your child will not be permitted on site for the event and will be sent home.

Thank you for your continued support.

Yours sincerely,

**Mr T Body**  
**Headteacher**