

# Cheney School

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## Head

Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others*

## Ms Warbrick – Pastoral Leader – Sixth Form

Dear Parents and Carers

10 September 2018

### Student Guides for Open Evening, Thursday 20 September 2018

The school is holding an Open Evening for prospective parents on Thursday 20 September 6.00-8.00pm.

I would like to invite your son/daughter to attend as a Student Guide, to support visiting parents and their families during this event.

The evening is spread across the school with each department displaying examples of work and inviting parents and students to get involved with some hands on activities. There will also be refreshments and talks from the Senior Leadership Team in the Assembly Hall at 6.30pm and 7.15pm.

Student Guides will be asked to meet and greet parents, take them on guided tours of the school as well as other adhoc duties. It is likely that visiting parents may ask them informal questions about the school. Student Guides will need to be in school, in clothes in line with the dress code, at 5.30pm and the evening will be finished by 8.00pm. Once the event has finished, we will let your son/daughter leave school to make their way home.

This is a lovely opportunity for our older students to participate in the wider school community and support the younger children and their families as they get to know the school.

I would be grateful if you could let me know if your child is able to participate in this event by completing the attached permission slip and returning it to the Sixth Form office by Tuesday 18 September.

Kindest Regards

Ms Warbrick

Pastoral Leader – Sixth Form

### Student Guide for Open Evening, Thursday 20 September 2018

Name of Student:.....

- I acknowledge my son/daughter will be attending the event as a guide
- I am aware that my son/daughter will be dismissed from school at the end of the event to make their own way home/be picked up as arranged with you

Signed:.....

Date:.....

Print name: .....

Emergency contact no (parent): .....

Emergency contact no (student): .....

Details of any student dietary or medical condition: .....

Please return the completed reply slip to **Sixth Form office by Tuesday 18 September**

