



# The Crossley Heath School

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11 June 2018

Dear Parent/Guardian

## **Re: OPEN EVENING TUESDAY 26 JUNE 2018**

Final arrangements are being made for our forthcoming Open Evening on Tuesday 26 June. It is customary for us to have volunteer students to act as guides to the parents and students visiting us. It is helpful, particularly to the young students visiting, to talk to someone close to their age about the school. We need as many volunteers as possible because, as you are aware, we are exceptionally busy at this particular event.

The Open Evening will last just three hours – 5pm to 8pm. It is likely to be busy and intense so we are asking students to be with us for as much of those three hours as possible. If they are not able to do the full three hours due to other commitments, then we fully understand, but would ask them to do whatever they can to help us. This is a very important event and we take pride in the fact that our students are wonderful ambassadors for the school. We also acknowledge that it is a tiring event for all concerned, but on a positive note, it is an INSET Day the next day, Wednesday 27 June.

I also take this opportunity to remind you that school closes at 2.20 pm on Tuesday 26 June in order for preparations to be completed for the Open Evening. This also includes the library. School buses have been informed.

I would be most grateful if you will encourage your son/daughter to take part. We rely on students for the smooth running of such an important event. Merits will be awarded for those who do take part and a Privilege Day granted to the form with the most student volunteers.

Please complete the form below and return it to the form tutor as soon as possible. Should you have any queries at all please do contact me.

Yours sincerely

**DEBBIE GALLIMORE**  
**Executive Leader**

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**PLEASE RETURN THIS SLIP TO THE FORM TUTOR**

NAME OF STUDENT.....FORM.....

I agree to my son/daughter volunteering for the Open Evening on Tuesday 26 June 2018.

Signed ..... Date .....