

Principal: Ms N Beech (FRSA)
Winyates Way,
Winyates,
Redditch,
Worcestershire,
B98 0UB

Ref: KSp/17/Yr7

March 2017

Dear Parent/Carer,

Your child has offered to assist the school with the running of the Year 8 Pupil Progress Evening on **Wednesday 22nd March 2017**. The Year 7 Helpers will be required to meet and greet parents on arrival; direct them to the relevant areas/staff, offer parents refreshments during the evening and assist parents in completing our feedback forms. Year 7 pupils will be needed in the hall **from 3:45pm until 7pm**.

Your child will be offered refreshments before and during the evening.

If you are happy for your child to offer their support with this school event, please complete the reply slip below and ask your child to return it to the Upper School Office as soon as possible.

Many thanks,

Mr K Spencer
Head of Year 8

Mr S Pierce
Year Team Leader – Year 8

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Progress Evening Helpers

I give permission for my child _____ in class _____
to help at Year 8 Progress Evening.

Please tick where appropriate:

I will collect my child from the 'Community Entrance' of the school at 7pm

My child will make their own way home

Signed (Parent/Carer) _____ Date _____

My emergency contact number is: _____