



Fort Pitt Grammar School



September 2017

Dear Parent /Carer

Open Evening Thursday 5 October 2017 – Years 7, 8 & 9 Guides

I am writing to ask for your permission for your daughter to act as a guide at our Open Evening for prospective Year 7 students and their parents. Their role will be to guide, along with a Year 12 or 13 student, parents of Year 6 students around the school and to answer any questions they may have. It is important that **all** students in years 7, 8 & 9 attend this evening to support our potential families.

The evening starts at 6.00pm but we would like all guides in school by 5.15pm. It should be all over by approximately 8.30pm as far as guides are concerned and you will be able to collect your daughter from the Main Hall when she has finished her current tour. **Please do not enter the school via the main reception area but kindly enter through the Main Hall via the emergency exits by the cannons.**

Should you wish your daughter to stay at school, rather than go home and return, we will ensure that she has a safe and supervised place to stay, including a quiet room for those who wish to study. We will have juice and water available but she should bring something to eat. Students are **not** permitted to go off site if you have agreed for them to be in school.

We will be arranging a briefing for guides to make them aware of the guiding 'protocol' and routes around the school. In previous years our younger students have done a marvellous job, supported by sixth formers, and I'm sure they will be even better at this year's event.

If you are happy for your daughter to help out please complete the online response form: <http://fortpitt.medway.sch.uk/new/?p=6736> by **Monday 2 October at the latest**. Many thanks in advance for your help and support of our school.

Yours sincerely

A handwritten signature in blue ink, appearing to read "K Roche", followed by a period.

Mrs K Roche
Assistant Headteacher

Headteacher : Nick Watkiss BMus (Hons), NPQH, FRSA, FCoT, PQSI

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