Fort Pitt Grammar School

FPTA Academies

September 2018

Dear Parent / Carer

We suggested to the Year 7 students that they might like to invite their Primary/Junior school Headteacher and Year 6 teacher to tea, on Tuesday 2 October from 3.30 pm. The purpose of the visit is to give the girls the opportunity to share with their former Headteacher and Year 6 teacher what they have been learning in their first term at secondary school and to show them their form room or any other part of the school that is of particular interest.

To facilitate this event I would be grateful if you could indicate below whether it will be possible for your daughter to remain after school (until about 5 pm.) on this date to take part in the tea party.

In the event that neither the Headteacher nor Year 6 teacher can attend, your daughter will be informed of this in advance of the date and will obviously not be expected to stay after school.

Thank you for your support with this occasion.

Yours sincerely

Miss V Melhuish
Year 7 Transition Co-Ordinator

Return to: Mrs Brown, PACE, Fort Pitt Grammar School by Friday 28 September 2018.

Student Name: **Form Group:** **Primary School:**

Please tick appropriate boxes

- ❑ my daughter will be able to remain in school on Tuesday 2 October.
- ❑ my daughter will not be able to remain in school on Tuesday 2 October.
- ❑ I/we will collect her from school at 5 pm.
- ❑ She will travel home by public transport

Signature of Parent/Carer.....

Headteacher : Nicky Archer BA (Hons), NPQH

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