



# Fort Pitt Grammar School



14 September 2018

Dear Parent /Carer

## Open Evening Tuesday 9 October 2018 – Years 7 & 8 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.

In order to prepare the school, we ask that students leave the site by 1 p.m.at the latest

The evening starts at 6.00 p.m., but we would like our guides in school by 5.30 p.m. The evening should finish by approximately 8.30 p.m. as far as guides are concerned and you will be able to collect your daughter from the Main Hall. **Please enter the hall via the emergency exits by the cannons.**

We will be arranging a briefing for guides to remind them 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 form below and ask your daughter to return it to Reception by **Monday 1 October at the latest**. Many thanks in advance for your help and support of our school.

Yours faithfully

**Miss N Archer**  
**Headteacher**

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**Return to: Reception - Fort Pitt Grammar School**

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*Please tick as appropriate*

My daughter can help at Open Evening.    **OR**     My daughter cannot help at Open Evening.

I will be collecting her at 8.30 p.m.

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Student Name ..... Tutor Group.....

Parent/Carer Signature..... Date.....

**Headteacher : Nicky Archer, BA (Hons), NPQH**