



## Queen Mary's Grammar School

Headmaster: T.J. Swain, M.A.

May/June 2017

Dear Parent(s)

### Open Evening: Thursday 15<sup>th</sup> June 2017

Your son/daughter has volunteered to assist with the Open Evening this year, which will take place on the date indicated above.

The evening will run from 6pm, and finish at about 8.30pm for departmental helpers and guides. Your son/daughter needs to be in school for a briefing at 5.45pm and we would be grateful if you could arrange for your son or daughter to be collected from the front entrance of School when the proceedings have ended at 8.30pm.

Open Evenings are a very important part of the School's year, and we greatly appreciate the help of pupils.

Please complete the consent form below, and return it to the School Office by Tuesday 13<sup>th</sup> June.

Yours sincerely

Ms. R. Roberts-Gawen  
Assistant Head

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### Open Evening – Guides/Department Helpers

Thursday 15<sup>th</sup> June 2017

I understand that I need to arrange the safe collection of my son/daughter and acknowledge receipt of the Open Evening Letter about Participation in the event 2017.

I agree for my son/daughter to be a guide/ to work with a Department.

Name of Pupil: ..... Form: .....

Parental Signature: .....Date: .....



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