



HEADTEACHER: MELISSA ROBERTS
LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

SG/hr/Y7 Open Evening
4th June 2024

Dear Parent(s)/Guardian(s),

STUDENT SUPPORT FOR OPEN EVENING, TUESDAY, 2nd JULY FROM 5.45 – 8PM

We would like to ask if it is possible for your child to help on Open Evening which this year is on Tuesday, 2nd July (our Summer open evening for prospective Year 7 students for September 2025).

Students need to arrive in school by **5.45pm**. To aid traffic congestion, could we ask that you drop them off on Rookery Lane by the Prep Gate. They will be finished at approximately **8.00pm** and we would ask you to collect them from the **front playground** and not on London Road.

It will not be possible for pupils to remain in school between 3.30pm and 5.45pm as there is no supervision available unless they are booked in to attend study club.

As you will appreciate, Open Evening is a major event in our school year and every year, we ask a KS3 year group (this year our Year 7s – now N8s) to lead the tours around the school alongside our Prefect team.

Every year, the comments back from prospective parents and guardians regarding the support and answers they received from our students in their impeccable school uniform make us so proud.

We always rely on our students to lead our evening and we therefore hope your child can help.

Yours sincerely,

Mrs S Gilding
Assistant Headteacher i/c KS3

[Signature]

STUDENT SUPPORT FOR OPEN EVENING, 2ND JULY FROM 5.45PM – 8:00PM

I give/do not give* permission for my child to help at Open Evening and will organise for them to be collected from the front of school on the front playground area at 8:00pm.

Signed (Parent / Guardian)

Name of Student Form

(please return slip to your FORM TUTOR)

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