

DEPARTMENT _____

5 September 2025

Dear Parent/Guardian

Pupil Volunteering at Open Evening – 23 September

Your son/daughter has kindly offered to help at the upcoming Open Evening which takes place on Tuesday, 23 September from 4pm until 8pm.

Please note that on this date school will be closed during the day due to INSET. With this in mind, your child will not need to be in school until 3.30pm, in order for them to help with preparations before the event starts. On arrival they should go to the department they have agreed to support.

All pupils who have volunteered must be in full school uniform. Pupils not wearing the appropriate attire will not be able to participate in the evening's proceedings. We advise pupils to bring a packed meal with them, although refreshments will be available.

If you are happy for your child to volunteer, may I ask that you please make arrangements for them to be collected from school at 8pm in order to ensure their safe passage home. Please complete the reply slip below and ask your child to **return it to the teacher that they will be working with by Wednesday, 17 September.**

I am especially pleased that your child has offered to support the school at this most important event and I am confident that they will prove to be an excellent ambassador for Penwortham Priory Academy.

Yours faithfully



Mr M Eastham
Principal

VOLUNTEERING AT OPEN EVENING (Return to SUBJECT TEACHER by Wednesday, 17 September)

I acknowledge receipt of the letter regarding my child _____ of Class _____ participating at the Open Evening on Tues, 23 September, and give my permission for them to volunteer in the _____ Department (*insert subject*). Their primary school was _____ (*this will be included on their name badge*).

I will ensure their safe passage home by collecting them at 8pm or arranging another form of travel home that I am happy with.

Signed _____

Printed _____ Date _____

