

PREFECTS

5 September 2025

Dear Parent/Carer

Prefect Volunteering at Open Evening – 23 September

As part of their duties, your child has been asked to help at the upcoming Open Evening which takes place on Tuesday, 23 September from 4pm until 8pm (please note that school will be closed during the day due to INSET).

We are asking pupils to arrive at school for 3.00pm. They should go to the Assembly Hall to listen to the Principal rehearse his speech, and attend a briefing ahead of the event's start.

All pupils who have agreed to volunteer must be in **full school uniform**. Pupils not in uniform or at 'Priory Standard' 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.

We ask that you please make arrangements for your child 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 me by Tuesday, 16 September**.

We are 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



Mrs V Eastham
Head of Year 11

PREFECT VOLUNTEERING AT OPEN EVENING (Return to Mrs Eastham by Tues, 16 September)

I acknowledge receipt of the letter regarding my child _____ participating at the Open Evening on Tuesday, 23 September, and give my permission for them to take part from 3.00pm.

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

Signed (parent) _____

Print Name _____ Date _____

