

**PREFECTS | YEAR 10 PEER MENTORS**

5 September 2023

Dear Parent/Carer

**Prefects & Year 10 Peer Mentors - Volunteering at Open Evening – 21 September**

As part of their duties, your child has been asked to help at the upcoming Open Evening which takes place on Thursday, 21 September from 4pm until 8pm. (please note that school will be closed during the day due to INSET)

We are asking pupils to arrive in school for 3.00pm and go to the Assembly Hall so they may 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 wearing the appropriate attire will not be able to participate in the evening's proceedings. We advise pupils who are volunteering 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 Mrs Bailey (Year 11) or Mrs Bullock (Year 10) by Friday, 15 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 Bailey**  
**Head of Year 11**



**Mrs R Bullock**  
**Head of Year 10**

**PREFECTS/YEAR 10 VOLUNTEERING AT OPEN EVENING** (Return to Mrs Bailey/Mrs Bullock)

I acknowledge receipt of the letter regarding my child \_\_\_\_\_ participating at the Open Evening on Thursday, 21 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 \_\_\_\_\_

