

30th October 2017



Hollygirt

SCHOOL

Dear Parents,

Open Morning – Saturday 11th November 2017

We are holding our next Open Morning on Saturday 11th November to welcome prospective parents and their children to look around our lovely school.

The Autumn Term Open Morning is one of our main recruitment events and we like to show off not just our buildings, classrooms and teachers but also our fabulous pupils. We know they are our best advert!

Your son/daughter was a fabulous tour guide at our events last academic year, and we hope they will be able to put their experience to good use by agreeing to act as a tour guide on this event.

On Open Morning, the guides show our visitors around the school and talk about their experiences here. Ideally, we would have one or two guides per family group and with over 30 families already booked on to the event it is going to be busy, so we need as many guides to volunteer as we can get. Refresher training will be given to re-familiarise the guides with the tour routes. For our younger visitors we try to pair them with a guide who has been in the Junior School, so the guide isn't uncomfortable talking about a section of school they do not know.

The Saturday event has two scheduled tour starts, and we are looking for guides who can tour at 9.30am and at 10.30am, or indeed can stay all morning. They would be expected to arrive in school in full formal uniform, fifteen minutes before the start time and can be collected 90 minutes later.

In order to assist with our advance planning, please indicate on the slip below whether your son/daughter is able to join us for the morning.

Yours sincerely,

Mrs P Hutley
Headmistress



Hollygirt

SCHOOL

Open Morning Saturday 11th November 2017

Name of tour guide: _____ Year Group _____

My son/daughter will / will not be able to act as a tour guide for the Open Morning on Saturday 11th November.

If your child can act as a tour guide, please tick one of the following:

- He / she is available for the 9.30am tour and will arrive at school at 9.15am and be collected at 11am
- He / she is available for the 10.30am tour and will arrive at school at 10.15am and be collected at 12.00pm
- He / she is available for the whole period 9.30am -12.00pm

Signed: _____ Date: _____

Please return to your son/daughter's form teacher by Friday 3rd November 2017



Hollygirt

SCHOOL