



CARDINAL NEWMAN CATHOLIC SCHOOL

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September 2023

REQUEST FOR STUDENTS TO ASSIST WITH OPEN EVENING

Dear Parent/Carer

The school is holding its annual Open Evening on Wednesday 20 September 2023 from 5.30pm to 7.30pm. In order to make the evening a success, members of staff will need the help of students during the evening. Your child has very kindly offered to help and we hope that you will give permission for this.

The member of staff who would welcome your child's help has given brief details to your child. It is very important that you make arrangements for your child to get home safely by 7.00pm.

Please complete the Forms below if you consent for your child to assist as indicated. Students who are helping should wear full school uniform. Could you please indicate on the Forms whether your child will be returning home after school finishes at lunchtime (1.30 pm) or will be staying on the school site until the Open Evening starts.

<https://forms.office.com/e/M9wkEbzGn8>

Supervision will be provided if needed.

Yours faithfully

Ms E O'Connor
Headteacher