



**OUR LADY'S**  
CATHOLIC  
HIGH SCHOOL



'Shaping Tomorrow,  
Inspired by Faith'

@OLCHSHackney   

11th September 2018

Dear Parent(s)/Carer(s).

### **Y8 & Y9 Student Helper: Open Evening on Thursday 20th September 2018**

We are holding our annual Open Evening for Year 6 students on Thursday 20th September 2018. This is an incredibly important evening for the school as it is our opportunity to show prospective students and parents the excellent learning experience we offer here at Our Lady's High School. We believe that the best advocates for our school are our current students. Therefore, we have asked students, including your daughter, to be ambassadors for the school by spending the evening of the 20th September talking to prospective parents and students, taking them on tours of the school and helping out with subject demonstrations.

In order to allow teachers to prepare for the evening, school finishes on Thursday 20th September 2018 at approximately 1.15pm, after Whole School Mass. Those eligible for Free School Meals will be able to collect a packed lunch as they leave. Our student helpers need to be back at school at 3.45pm. It will be a long evening and we require that students go home first so that they can have something to eat, make sure their uniform is correct and then return to school for 3.45pm; we are unable to supervise students on the school site before 3.40pm. *School will start at 9.40am on Friday 21st September.*

We would be delighted if you would allow your daughter to help out at this event. If you are happy to allow her to do so, please complete the permission slip attached and ask her to return it to the student reception.

Excellent behaviour and attitude is expected from all students throughout this Open Evening. As it is a very long evening, we will dismiss students earlier if we no longer need them on site. Any student that cannot maintain the high standards of behaviour we expect will also be dismissed early.

Yours sincerely,

Ms Justine McDonald  
Headteacher



**OUR LADY'S HIGH SCHOOL**

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*An Outstanding Catholic School*  
Headteacher: Ms Justine McDonald  
Website: [www.ourladys.hackney.sch.uk](http://www.ourladys.hackney.sch.uk)

**Permission slip: Open Evening 20th September 2018 3.45pm to 7.45pm**

***Please return to student reception by Friday 14th September***

I give permission for my daughter: \_\_\_\_\_ in form \_\_\_\_\_ to  
volunteer at the Open Evening on the 20th September finishing at 7.45pm.

She needs to be back on site by 3.45pm.

My daughter will:

- Make her own way home at the end of the event
- Be collected from school at 7.45pm

Parent name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

