



18<sup>th</sup> September 2020

Dear Parent(s)/Guardian(s)

**Annual Open Morning – Senior School and Sixth Form  
Saturday 3<sup>rd</sup> October 2020**

We are delighted that your daughter is keen to volunteer at Open Morning to show visitors around the College and to share their knowledge and experiences with our guests.

If your daughter has a previous commitment on Saturday mornings, but would still like to help out, could you please ensure she excuses herself from that commitment. The Schools Music Service is aware that students might not be attending on 3<sup>rd</sup> October owing to our Open Morning.

We would be grateful if you could complete and return the attached form, and if you have any queries, please contact me.

Your daughter will be required to attend in uniform and should be at College by 0855 and will be free to leave at noon.

Yours sincerely,

Dr V. Mitchell  
**Deputy Principal (Pastoral)**



**The Ladies' College**  
**Open Morning – Senior School and Sixth Form**  
**Saturday 3<sup>rd</sup> October 2020**

Please return to Dr Mitchell, Deputy Principal (Pastoral)

Student Name:.....

Form Group:.....

I give consent for my daughter to come and help out on Open Morning.

Please indicate which department she would like to help out with or if she wishes to be a Tour Guide

Department

Tour Guide

Signed:.....  
Parent/Guardian

Date:.....

Emergency Contact Number:.....