

## OPEN EVENING

### Monday 25<sup>th</sup> September 2023 - INFORMATION FOR STUDENTS AND PARENTS

Volunteer Guides are needed for Open Evening between 5.00pm and 8.00pm. It is a very important and responsible duty on Open Evening to show prospective families around. 300+ students are needed for this task, and will report directly to Mr Bamford.

All students involved in Open Evening must be in full correct school uniform. Those students not involved in Open Evening are welcome, but must be accompanied by their parents. If they are not accompanied by their parents, then they should NOT come on the night.

Guides are needed for the whole evening (5-8), but please volunteer even if you cannot commit to being in school for the full 3 hours of the event. You can spend some time guiding then help in different areas around the school, perhaps choosing your favourite subject or a subject where you perform especially well. You must see the subject teachers of the departments you wish to help so they can record your name and the time you will arrive. If you wish, you can even help Departments set up for the evening from 2.45pm and if you do this, you will get a free teatime meal in the canteen and an additional token of our appreciation loaded onto your fobs to spend in the canteen after the event.

After making your choices, please show this form to your parents who should fill it in and sign at the bottom (**or complete the online form that has been sent to parents**).

TIME	ACTIVITY
2:45 (school finishing earlier on the day of Open Evening)	Students helping teaching staff prepare classrooms and displays. NB – Students choosing to stay behind after school to help staff between 2.45pm and 5pm will be offered a complimentary meal in the canteen at 3:15 (Y10-13) or 3:30pm (Y7-9). The food will be a pasta dish / baked potato and a piece of fruit.
4:45	Students acting as guides to gather in the White House picnic area with Mr Bamford <u>or</u> go to subject areas to help with demonstrations and presentations.
8.00	End of Open Evening.

PLEASE RETURN THIS FORM TO MR BAMFORD'S OFFICE AS SOON AS POSSIBLE (or fill in the online form emailed home to parents)

I acknowledge that my child is involved as a volunteer in the Oaklands Open Evening on **Monday 25<sup>th</sup> September 2023**. The time commitment will be **between 2.45pm and 8.00pm**, depending on what my child has volunteered to assist with.

I acknowledge that my child will be in full correct school uniform.

Student Name: .....

Tutor Group: .....

Please circle as appropriate from the list below:

- I will collect my child (Mr Bamford will wait with students in the White House picnic area for parents to collect them)
- I give consent for \_\_\_\_\_ to collect my child
- I give consent for my child to make their own way home

Signed: .....Parent/Carer

Oversight: **Mr M Bamford, Assistant Headteacher**

To assist with planning, please state your intentions by responding to the statements below. Thank you.	
I will stay in school and would like food (tick)	
I will act as a guide all evening (tick)	
I will spend half of my time as a guide and the other half in department (please tick and state the department)	
I will spend all of my time with a department (tick and please state the department)	