

22 November 2016

Dear Parent or Carer

As part of our continued programme to ease your son or daughter into school life at Westleigh High School, we have arranged for three Year 7 enrichment evenings during the first term. We believe that these evenings are invaluable in helping our Year 7 students make the transition from primary into secondary school as well as giving them opportunities to form new friendships.

The third and final of our enrichment evenings will take place on **Thursday 8 December 2016** from **6:00pm** until **7:30pm** when we will be having a Christmas Disco in our Drama Studio. Your son or daughter will be supervised by school staff whilst they are taking part in each activity. There will also be an opportunity to buy snacks and drinks at the tuck shop.

To ensure the safety of your son or daughter, **please let us know via the tear off slip below if they will be collected at the end of the evening or walking home themselves.** If your son or daughter is being collected, parents must come on site. We cannot allow your son or daughter to leave the premises until a trusted adult comes in to school to pick them up.

We would like to encourage all of our Year 7 students to attend our Christmas Disco and to help with this, we are selling tickets at just £1.00 each. Tickets must be purchased at school prior to the Christmas Disco; they cannot be sold on the door to ensure that we have the appropriate health & safety measures in place.

We are not anticipating poor standards in behaviour during the evening and appreciate your support in encouraging your son or daughter to behave appropriately. This event is a fun evening for all involved, but our standards in behaviour remain the same as a normal school day.

We do hope that you will support this event and we require your permission to allow your son or daughter to attend. Please complete and return the reply slip below with the payment of £1.00 where it will be exchanged for a ticket.

Yours faithfully



**J Coleman (Mrs)**  
**Senior Assistant Headteacher**

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**PLEASE RETURN TO PUPIL OFFICE OR FORM TUTOR: Y7 CHRISTMAS DISCO – THURSDAY 08 DECEMBER 2016:**

**NAME OF STUDENT:** \_\_\_\_\_

I give permission for the above student to attend the above event starting at 6:00pm and enclose £1.00 in exchange for a ticket.

Please tick **one box**:

My son or daughter will be collected **from school** by a trusted adult

My son or daughter can walk home themselves at the end of the movie night

Signed: \_\_\_\_\_ PARENT/CARER      Date : \_\_\_\_\_