



Icknield Community College

Headteacher: Mr M Hunter, BA (Hons), MSc, NPQH
Love Lane, Watlington, Oxfordshire, OX49 5RB



12 September 2017

Dear Parent/Carer,

I am pleased to say that your son/daughter has offered to help with the Open Evening on Thursday 21 September 2017.

This is always a very important part of the school year.

The Open Evening will last from 6pm – 8pm.

Students will need to be dropped off at school at around 5.45pm and collected at around 7.30pm.

Please complete the reply slip below and return to the Finance Office.

If there are any problems please ring the school.

Yours faithfully

Mr J Barringer
Deputy Headteacher

Open Evening - Thursday 21 September 2017 5.45pm – 7.30pm

I give permission for Tutor Group

to attend Open Evening from..... until.....

To help in (department).....

I/we agree to arrange drop-off and collection of our child for Open Evening.

Signed:.....
(Parent/Carer)