



Dear Parents/Carers

OPEN EVENING – THURSDAY 24th SEPTEMBER 2026: 4pm – 7.30pm

Your son/daughter has been invited to help on the above evening, either in one of the Faculty areas at school or as a tour guide to show people around the school. Your son/daughter's assistance will be required for all or some part of the evening.

If your son/daughter is volunteering, **please ensure that they are in full school uniform (not PE kit). If they are volunteering in the PE or Dance Faculty, then PE kit is required.**

- If they are volunteering to be a tour guide, they should report to the **Fitzroy Common Room by 4.10pm** at the latest. Anyone who is not able to make the first tour should arrive by 5.10pm for the second tour.
- If they are helping in a Faculty area, they should go to the relevant Faculty classrooms (or Sports Hall for PE) by 4.10pm where staff will meet them.

Please note that while we are always very pleased to see our new Year 7 students volunteering to help out in a Faculty area, we only allow tour guides from Year 8 upwards. This is because the older children know the school better and are able to talk to visitors about their experience of being a student at Gordano for a full year or more.

Although we will provide some refreshments for the tour guides in the form of drinks, we are unable to provide any food. Your son or daughter is therefore welcome to bring snacks to eat between tours, but if they do so, please ensure that any snacks do not contain nuts or traces of nut.

Unfortunately, it will not be possible for the school to arrange transport either to or from the school during the Open Evening. It will therefore be necessary for you to make transport arrangements for your son/daughter.

I would like to say how much we appreciate students being willing to give up their time to support the school in this way. It is good for their self-confidence and it is equally good for the school, as it gives a very positive first impression to prospective new parents and their children. We are very proud that every year parents comment positively on the roles that our students play during Open Evening.

To give your permission for your son/daughter to help at the Open Evening, please complete the form that can be found on the parent page of the school website: www.gordanoschool.org.uk/parents

Yours sincerely

Mr A M Snow
Director of Key Stage 3