



6th September 2023

Dear Parents & Carers

Year 6 Open Evening on Thursday 14th September 2023

Department Helpers – Year 7, 10 & 11

You may already be aware of our Year 6 Open Evening on Thursday, 14th September 2023. This is a very important event and provides an opportunity for us to demonstrate the excellent work which goes on at Warlingham. It is vital that prospective parents and their children have a good look around the school and are able to speak to students about their experiences here.


With this in mind, we are asking all Year 7, 10 & 11 students to act as department helpers for the evening. Our expectation is that all students will want to participate and support the school by giving up an evening of their time.

We will be rewarding all students for their contribution individually and on a House basis.

Prospective pupils and their parents will be touring the school between 5:00pm and 8:30pm. Therefore, student helpers will be required to be at their allocated post, as department helper from 5:00pm – 8:30pm. It is also important that we have a firm commitment of your child's help, by logging into Arbor app to provide consent for them to help at the school during the evening.

After opening the app, please follow the next steps to enable you to complete the consent form.



- Click  button at the bottom of the page, which will take you into the Arbor menu
- Select Trips
- Select Open Evening for your child's year group
- Click sign up for trip in the green top bar
- Tick the consent button and click add consent at the bottom of the page

If you are accessing Arbor via the web version, please follow the next steps to enable you to complete the consent form.

- Click the Quick Actions button
- Select Trips
- Select the Open Evening Event
- On the right hand side of the screen you will see a green button with your child's name
- Click this green box
- Tick the consent button and click add consent at the bottom of the page

Tutors and department teams will be speaking to all students this week regarding the support and involvement required.

Students will be dismissed at 8:30pm and should be met by a parent/guardian at one of the school gates – **we would ask that you please make firm arrangements regarding collection to avoid any potential worry or upset!** Unfortunately, there will not be any parking facilities available, as we will have a large number of visitors on the school site. **To ensure your child's safety, you will be required to sign in and out on the evening.** A member of staff will wait with all student helpers until they are collected.

I am sure your child will gain a great deal from this experience and I hope that they will enjoy spreading the good news about what Warlingham School has to offer.

Please can parents provide consent via Arbor by Monday 11th September 2022 at the latest please.

Thank you for agreeing for your child to help at our Year 6 Open Evening.

Yours sincerely



Mr P Seward
Deputy Headteacher