



# Birchwood High School

*your dreams, your future, our challenge*

Dear Parents/Carers,

I am pleased to inform you that your child has volunteered to assist the school as a guide at our upcoming open evening, Thursday 3 October. As you are aware, open evening is one of the most important events on the school calendar and gives us an opportunity to showcase how special Birchwood is to prospective students. We are very grateful for all the student help we receive. I'm sure you'll remember from visiting us how invaluable the students were to making it such a positive experience.

Student volunteers should arrive at school by 3:30pm and should be collected at 7:15pm. The school will close on Thursday 3 October at 1:30pm for staff to set up. If students need to stay on site between school closing and open evening they can do so. However, the cafe will be unable to provide food so they will need to bring a packed lunch. If your child is eligible for free school meals, please let the school know and we will ensure food is provided. The school will also provide plenty of snacks and drinks for all student volunteers throughout the evening.

It would help us greatly if you could ensure your child is wearing full and correct school uniform and that they remember to bring equipment necessary during the evening.

Please ensure you fill in the following forms by Thursday 26 September:

<https://forms.office.com/e/mvpddh8dSP>

This ensures we know exactly which students we have on site and can sign everyone in and out safely.

Kind Regards,  
Birchwood High School

Principal, Mr Sam Griffin

Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD

Telephone: 01279 655936 | Email: [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk) | Website: [www.birchwoodonline.co.uk](http://www.birchwoodonline.co.uk)

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