

Unity College

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Our ref: SCR/JBN/11

15 September 2015

Dear Parent / Guardian

On Wednesday 30 September we are holding our Prospective Parents Evening for year 5 and 6 students and their parents from 5.30pm - 7.30pm.

Therefore to enable staff to prepare their subject areas **college will be closing at 2.15pm on Wednesday 30 September**. Please make sure your child is able to make their own way home after college. If your child is not able to get home safely at this time they are welcome to stay in college, in a supervised area, until 3.10pm. The Learning Zone will be open as normal from 3.10pm until 4.10pm.

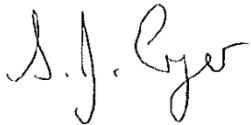
If your child is a Prefect they will be expected to help on the evening by showing parents around the college. The evening will start at 5.30pm until approximately 7.30pm. Your child will need to be **back at college by 5.00pm**. Please complete the reply slip below and ask your child to return to Internal Reception as soon as possible and no later than Friday 25 September.

Burnley College have their first open evening on the same evening as our Prospective Parents Evening. They are also holding other open evenings on Wednesday 7 October and Monday 2 November and an apprenticeship event on 14 October 2015. All of these evenings are from 5.30pm-8.30pm. It is very important that year 11 prefects are available on our Prospective Parents Evening to be guides. If your child wishes to attend the open evening at Burnley College on 30 September then they could guide at Unity College between 5.30pm and 6.30pm and then attend the open evening at Burnley College which ends at 8.30pm. Alternatively your child can attend one of the other open evenings at Burnley College on the 7 October, 14 October or 2 November 2015.

If your child is selected to help on the evening it is vital that they are in full uniform and 'dressed for business'. Students should not wear any jewellery except for a watch and make up should be kept to an absolute minimum as per our college policy.

Thank you for your continued support for Unity College.

Yours faithfully



S Cryer (Mrs)
Headteacher

Prospective Parents' Evening - Wednesday 30 September 2015

Prefect Name: _____ PD Group _____

I give permission for my child to attend Prospective Parents' Evening and they will make their own way home after the event.

Signed: _____ Parent/Guardian Date: _____

Please return to Internal Reception no later than Friday 25 September 2015. Thank you.

UNITY

PASSION

RESPECT