



The **Ongar** Academy

The Ongar Academy
The Gables
Fyfield Road
Ongar
Essex
CM5 0GA

www.theongaracademy.org
info@theongaracademy.org
01277 500990

21 September 2018

Dear Parents/Carers

Open Evening Guides – Monday 1 October 2018

Visitors to the school always comment upon the helpful and polite nature of our students. As a result, we should like as many students as possible to attend the Open Evening on Monday 1 October, from 5.00 – 8.45 pm to assist.

Students will either act as guides, touring prospective Year 7 students and their parents around the school, or, assist within classrooms.

I should be grateful if you would complete and sign the slip below, and ask your son/daughter to return to their Form Tutor by Monday 17 September.

May I take this opportunity to remind you that the school closes early, at 12.30 pm, on that day. When students arrive back in school to assist, they should meet in the Activity Studio in full school uniform by 5.00 pm.

This is a very busy evening so please ensure you make appropriate arrangements with your son/daughter to meet them at the end of the evening.

Yours sincerely

Mrs E Ledwidge
Assistant Headteacher



Please return by Monday 17 September to your Form Tutor

I/We give permission forof Formto attend the Open Evening on Monday 1 October 2018.

I/We confirm that my/our child will be picked up at 8:45 pm by

Contact Number:.....

Signed Date