

Our ref: DHH/jmh/off/Openevening

21st September 2026

Dear Parents/Carers

Re: Open Evening – Thursday 8th October 2026

We need student volunteers! Every year, we host a very popular open event (which we have now moved to an evening event, in line with other schools) and one of the key roles is that of the tour guide. Students in all year groups will be well versed in navigating their way around the school, following a route and responding to questions. Year 7s (and some Year 12s) may need a little more help, but they pick it up quickly and they have never ceased to amaze us with their energy and passion for their new school!

Without doubt, our student supporters and in particular, our tour guides are often the highlight of a visit!

The details:

*Open Evening will take place between 5:00pm and 8:00pm on Thursday 8th October 2026.

*Even if they can only do one hour, we will take it!

***Every student tour guide gets 25 house points**, which not only builds up their personal and house totals, but also looks great for those prefect applications!

*Tour guides must arrive 20 minutes before their start time.

*They must be dressed in full school uniform, including appropriate outdoor garments, should it be particularly cold, or wet.

Please note that:

- i) this letter is a request for students to act as tour guides. In addition, some of our older students may be partaking in PE events or supporting in departmental areas.
- ii) If you are a family who are thinking of visiting because you have a child in Year 6, please note that this year's event will be **TICKET ONLY** to guests. This will help us to keep our event safe for everyone in our community. Details will be launched on our website, and we will communicate the launch to all our parents.

To support as a Tour guide, please would you complete online form – [please click here](#) or available through your child's Satchel One account by **Wednesday, 30th September, 2026**.

Yours faithfully

Mr D Hazlehurst
Assistant Headteacher



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Registered office: Hawksbrook Lane, South Eden Park Road, Beckenham. BR3 3BE