



S Owen
Head of Lower School
01691 626511
email: sharon.owen@ellesmere.com

12th November 2018

Dear Parent,

Parents' Evening for Year 6 is this Friday 16th November. Please could parents remember to contact Mrs Leonard should their child require supervision during the evening as children do not attend Parents' Evening. We use Sixth Form helpers and therefore need to know exact numbers in order to be completely safe and organised. Thank you for only using this facility if it is an absolute necessity.

There is a reply slip at the end of this mail and Mrs Leonard can be contacted by email on lowerschoolsecretary@ellesmere.com

Yours sincerely,

Please return to the Lower School office

I shall be attending: Parents' Evening on Friday 16th November.

And would like _____ to stay for tea and prep.
(Name of pupil)

Signed _____