



Pendle Community High School & College

www.pchs.lancs.sch.uk

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Headteacher: Dr C Lingard (Mrs)
Deputy Headteacher: Miss J Bayliss
Asst. Headteacher: Miss D Grogan
Asst. Headteacher: Mrs A Scott

12th October 2017

Dear Parent/ Guardian

College Open Evening

There is an open evening taking place at Craven College on **Monday 16th October** from 5.30pm to 7.30pm. Your son/ daughter has expressed an interest in completing a course there next year and so would like to attend this event.

I am able to take them and accompany them to this event and we will leave school around 5.45pm. I am happy for them to stay at college until we leave or they may wish to come home first and return to college for me to transport them.

Please let me know if these arrangements are acceptable and what the arrangements are for your son/ daughter to return home after attending the event.

If you have any further questions, please contact me via reception on the telephone number above.

Yours sincerely

A Scott

Andrea Scott
Assistant Headteacher
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