



Sacred Heart Catholic Primary School and Nursery
Headteacher Mr C Beazeley
Windermere Road, Southend on Sea, Essex, SS1 2RF
Phone: 01702 414200
Email: office@sacredheart.southend.sch.uk



Thursday 6th November 2025

Dear Parent/Carer,

I hope this letter finds you well. As you are aware, your child has been entrusted with the significant role of being a Senior Prefect at our school. This esteemed position entails a variety of responsibilities, one of the most important being the support of parents during their visits to school. This support may take the form of guiding parents on tours, assisting with key events, and facilitating parent information meetings.

I am writing to inform you that next week we will be hosting a series of parent information meetings. During these events, our Senior Prefects will play a crucial role by helping parents find their seats, navigating the layout of the school. We believe that your child's involvement will not only enrich their own experience but will also contribute positively to our school community.

We are seeking volunteers from our Senior Prefects on the following dates and times:

Tuesday, 11th November from 3:25pm to 6:00pm

Thursday, 13th November from 4:55 PM to 7:15pm

Should your child be willing to accept this extra responsibility on either or both days, kindly complete the slip provided below and return it to Mrs Crabb at your earliest convenience, ideally by Monday 10th November. Please ensure that arrangements are made for your child to be collected from school, as we cannot allow them to walk home unaccompanied after these events.

We sincerely hope that many of you will encourage your child to participate in this valuable opportunity to support our school. Thank you for your continued support.

Yours sincerely,

Mrs E Crabb

Deputy Headteacher

Senior Prefect Support at Parents Information Meetings FAO Mrs Crabb

My child _____ is available to support the school in their ambassador role on the following days (please tick one or both)

Tuesday, 11th November from 3:25pm to 6:00pm ☐

Thursday, 13th November from 4:55 PM to 7:15pm ☐

Parent Name _____ Signature _____

