



September 2019

Dear Parent/Carer

Open Evening Arrangements: Thursday 3 October 2019

On Thursday evening, 3 October, Ashlyns will be welcoming parents of prospective students and their children. As is customary, extensive exhibitions and a wide range of activities will be on display.

It is our expectation that current students will help during the evening, so that it can be as informative and positive as possible for the several hundred guests expected.

School will close to students at 12.30pm on Thursday 3 October to allow students a break before returning for the evening as follows:

- Students in Year 7 and Sixth Form should report to the Hall by 5.15pm; they will be able to leave at approximately 7.30pm
- Students in Years 8 to 11 should report to room F99 (Geography department) by 6.00pm; they should be able to leave by approximately 8.30pm

We are asking students to support their school on this special occasion and know they will be a credit to Ashlyns. The vast majority of students will be acting as guides, escorting or directing groups of visitors around the school from 5.30pm to 8.30pm; some students will be helping in faculties or the LRC, or performing in the orchestra, and will be selected for this.

My colleagues and I are very appreciative of the time and effort given by students in making this important school function a success. Thank you too for your support, especially in delivering and collecting them to or from the school. Please respect the car parking arrangements in force and leave the drives, perimeter roads and front of school clear of parked vehicles, in case of emergencies; students should be dropped off at the semi-circle at the front gates. **We will update you about drop-off and collection arrangements nearer the day.**

Please complete the online form, giving your consent for your child to take part, by **Monday 23 September**. You can access the form via this link:

<https://forms.gle/uUL1544RmpgXmoKX8>

Please note that if you have more than one child volunteering, you will need to complete the form separately for each child.

School will be closed for INSET day on Friday 4 October, reopening for registration as normal on Monday 7 October.

Yours sincerely

James Shapland
Headteacher