



September 2023

Dear Parent/Carer

## **Open Evening Arrangements: Thursday 5 October 2023**

On Thursday evening, 5 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.

Many of our current students will usually choose to be involved during the evening, so that it can be as useful and informative as possible for the several hundred guests expected.

We would like to invite students to take part as follows:

- All of our Year 7, Year 8 and Sixth Form students (other than the Sixth Form Executive) to be guides
- Choir and Orchestra members to perform during the evening; information will be supplied to the students by the Music department
- The Year 11 Prefect team will be assigned various roles; Mr Roberts will be liaising with these students directly
- Students in Years 9, 10 and 11 (not in Choir, Orchestra or Prefects) may be invited to help out in departments; the parents of these students will be contacted separately.

School will close to all students at 12.30pm on Thursday 5 October to allow students a break before returning later in the afternoon as follows:

- Students in Year 7 should report to the Dining Room by 5.15pm; they will be able to leave at approximately 7.30pm.
- Students in Year 8 should report to the Dining Room by 5.45pm; they will be able to leave at approximately 8.30pm.
- All other students (Choir, Orchestra, Sixth Form, Prefects, and those invited to help in departments) should arrive by 5.15pm and report to the Dining Hall.

We are very appreciative of the time and effort given by students in making this important school event 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 for Years 7, 8, and the Sixth Form, as well as Orchestra, Choir, and Year 11 Prefects, giving your consent for your child to take part, by Friday 29 September, after which the form will close. You can access the form via this link: [Open Evening Consent Form](#).

Unfortunately, for safeguarding reasons, **we are not able to allow students to take part if we do not have a completed consent form by Friday 29 September**.

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 6 October, reopening for registration as normal on Monday 9 October.

Yours sincerely



Mrs R Kingston  
Deputy Headteacher



Mr D Beattie  
Deputy Headteacher