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27 February 2019

Dear Parents

**Re: Open Day Saturday 23 March 2019**

I am writing to inform you of the arrangements for this year's Open Day which your son / daughter will be required to attend. Once again we will be pulling out all the stops to show our school off to the local community and hope that this will result in a healthy recruitment for the school in the years that follow. Your children are always wonderful ambassadors and we do our best to ensure that they enjoy the experience and gain confidence and skills as a result of their participation.

**9.45am:** Years 9,10, L6 and U6 pupils and musicians (from all Years) to arrive at school wearing full school uniform. They will report to the departments or to the Chapel, as instructed in the rehearsals (which will occur during the week prior to Open Day). These pupils will be either tour guiding, demonstrating in departments or performing. The Sixth Form will have key roles in fronting the school.

**10.00am:** Year 11 to arrive and go straight to their classrooms for a prompt start. Year 11 pupils will be involved in a revision morning. Targeted Mathematics revision will take place as well as a 'Walking-Talking' Mock English Examination. More details about the programme will be communicated by Mr Stoner and Mrs Oseni in school.

**10.30am:** Years 7 and 8 to arrive and report to the Sports Hall wearing clean games kit and a school tracksuit. Most will be engaged in a sports programme for the whole morning. Year 7 and 8 pupils who have older siblings may arrive at 9.45am and will be supervised in room 11.

**Pick up time:** 1.15pm.

I would ask you to further help us by ensuring an exceptionally smart and tidy appearance of your son/daughter either in full school uniform or school games kit (as required for their activity). It would help us enormously if the children can polish their shoes prior to coming to school. Please use the bottom entrance and drop your child/children in the quad. Please can I remind you to park in the quad as normal, when you drop your child/children off at school and not allow your child/children to exit the car whilst in the queue, as we have been concerned about the safety of children doing this.

Because of the preparation involved we ask you to be mindful of the disruption and stress that last minute absence causes, when pupils have to step into roles for which they have not prepared. If you know that your son or daughter will not be available for Open Day, please contact Dr Walker with the absence request in writing as per any other school day, giving as much notice as practically possible.

I thank you in advance for your help and support on this important day in the school's calendar.

If you wish to bring a friend or relative to look around we would be delighted to see you.

Yours sincerely

Fidelma Kirk  
Deputy Head