

Senior Girls

Merchant Taylors' Schools
Liverpool Road, Crosby, Liverpool L23 5SP
Telephone: 0151 924 3140
Email j.baccino@merchanttaylor.com www.merchanttaylor.com
Headmistress: **Mrs LA Robinson MEd BA(Hons) NPQH**
Headmistress's: PA: **Mrs J Baccino**



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

February 2018

Dear Parent/Guardian

I have pleasure in inviting you to a Parents' Evening on **Thursday, 8th March**, to discuss with members of staff your daughter's work and general progress. On this occasion, your daughter is not expected to attend.

The evening will span from 5:00pm to 8:00pm and we ask that if you wish to meet with all subject staff, you arrive no later than 7:00pm. Your daughter will be making appointments on your behalf with her subject teachers and form tutor. I will address parents at 5:45pm for approximately fifteen minutes.

To maintain a constant progression throughout the event, a bell will be rung at five minute intervals to remind staff and parents of the need to draw discussions to a close.

If there is any matter on which you wish to consult me or Mrs Jones, Assistant Headteacher KS3, we will both be available during the evening.

It would help us to make suitable arrangements if you would kindly fill in the slip below and ask your daughter to return it to her form tutor by Friday 23rd February.

Yours sincerely

L A Robinson (Mrs)
Headmistress

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Reply slip

Please return by Friday 23rd February

Year 7 Parents' Evening – Thursday 8th March

Daughter's Name in Form

Delete as appropriate.

I/We accept the invitation to Parents' Evening Yes No

I/We would like to see our daughter's Form Tutor Yes No

Signature of Parent/Guardian Date.....