

Senior Girls

Merchant Taylors' Schools
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Headmistress: **Mrs CA Tao BSc (Hons) Msc Grad.IPD**
Headmistress's: PA: **Mrs J Baccino**



For Boys and Girls
aged 4 to 18 years

January 2019

Dear Parents

I have pleasure in inviting you to a Parents' Evening on **Monday 4th February** to discuss with members of staff your daughter's work, general progress and her performance in the recent mock GCSE examinations. We believe it will be helpful to all concerned if your daughter is present at this evening and, therefore, the invitation is extended for her to accompany you, if you both wish.

The evening will span from 4:30pm to 6:45pm and we ask that, if you wish to meet with all subject staff, you arrive no later than 6:00pm. Your daughter will be making appointments on your behalf with her subject teachers and form tutor.

To maintain a constant progression throughout the evening, there will be a bell 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 Wadsworth, Head of Upper School or Mrs Miller (Director of Studies) we will all be available during the evening.

Given the timing of the evening, there is an opportunity for your daughter to remain in school between 4pm and 4.30pm. Should you wish her to remain in school, refreshments will be provided for her and she will not be allowed to leave the building.

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 Tuesday 29th January.

Yours sincerely

Mrs C Tao
Headmistress

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Reply slip Please return by Tuesday 29th January.

Year 11 Parents' Evening – Monday 4th February

Daughter's Name..... Form

- I / We **shall**/ be able to accept the invitation for Monday 4th February.
- I / We shall **not** be able to accept the invitation for Monday 4th February.
- I / We **shall not** be able to accept the invitation for Monday 4th February but our daughter will attend on her own.

I wish / I do not wish my daughter to remain in school for refreshments between 4pm and 4.30pm.

Please indicate accordingly

Signature of Parent/GuardianDate.....