

Senior Girls

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



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

November 2019

Dear Parents

I have pleasure in inviting you and your daughter to a Parents' Evening on **Wednesday 11th December**, to discuss with members of staff your daughter's work and general progress. 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.

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 event, there will be a bell rung at five minute intervals to remind staff and parents of the need to draw discussions to a close.

I hope that you will be free and able to take advantage of this opportunity of meeting the staff. If there is any matter you wish to discuss with either myself or Mrs Keen, Head of Middle School, we will both be available during the evening.

It would help us to make suitable arrangements if you would kindly fill in the reply slip below and ask your daughter to return it to her form tutor by Wednesday 4th December. Given the timing of the evening, there is the opportunity for your daughter to remain in school between 4pm and 4.30pm. Should you wish her to remain in school, a snack will be provided for her and she will not be allowed to leave the building during this time.

Yours sincerely

Mrs C Tao
Headmistress

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Reply slip Please return by Wednesday 4th December

Year 9 Parents' Evening – Wednesday 11th December

Daughter's NameForm

Delete as appropriate

- I / We **shall**/ be able to accept the invitation for Wednesday 11th December.
- I / We shall **not** be able to accept the invitation for Wednesday 11th December.

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

Please note, your daughter will NOT be allowed out of school during this time and will be given refreshments

Signature of Parent/Guardian..... Date