

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

March 2019

Dear Parent/Guardian

I have pleasure in inviting you to a Parents' Evening on **Thursday, 28th March**, 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, a bell will ring 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, Head of Lower School, 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 22nd March. Given the timing of the evening, your daughter will remain in school between 4pm and 4.30pm. 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 Friday 22nd March

Year 8 Parents' Evening – Thursday 28th March

Daughter's Name In form

Delete as appropriate.

- I / We **shall**/ be able to accept the invitation for Thursday 28th March.
- I / We shall **not** be able to accept the invitation for Thursday 28th March.

I understand that my daughter will 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