

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 Parent/Guardian

I have pleasure in inviting you to a Parents' Evening on **Tuesday, 3rd 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, if you and she wish it.

Subject teachers and your daughter's form tutor, will be in school from 4:30pm until 6:45pm. If you wish to meet with all subject staff, you arrive no later than 6:00pm. Your daughter will be able to make appointments for you to see them.

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, Mrs Mayne, Head of Sixth Form, or Mr Copley, Assistant Head of Sixth Form, we will all 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 Friday, 29th November.

Yours sincerely

Mrs C Tao
Headmistress

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Reply slip Please return by Friday, 29th November.

Upper Sixth Parents' Evening – Tuesday, 3rd December

Daughter's Name..... Form

- I / We **shall**/ be able to accept the invitation for Tuesday 3rd December.
- I / We shall **not** be able to accept the invitation for Tuesday 3rd December.
- I / We **shall not** be able to accept the invitation for Tuesday 3rd December but our daughter will attend on her own.

Please delete as appropriate.

Signature of Parent/Guardian

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