

Senior Girls

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



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

February 2020

Dear Parents

I have pleasure in inviting you to a Parents' Evening on Tuesday 25th 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 Mr Lawell, Head of Year 11 or Mrs Miller (Director of Studies) we will all be available during the evening. Mrs Mee, Head of Careers, will also be available should you wish to discuss post 16 or career options, and Miss Howard, Head of Learning Support, will be present in order to provide advice on individual pupils.

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 Friday 14th February.

Yours sincerely

Mrs C Tao
Headmistress

Reply slip Please return by Friday 14th February.

Year 11 Parents' Evening – Tuesday 25th February

Daughter's Name..... Form

- I / We shall/ be able to accept the invitation for Tuesday 25th February.
- I / We shall not be able to accept the invitation for Tuesday 25th February.
- I / We shall not be able to accept the invitation for Tuesday 25th 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.....