



September 2024

Dear Parent/Carer

## Open Evening Arrangements: Thursday 3 October 2024

On Thursday 3 October, Ashlyns will be welcoming parents of prospective students and their children. As is customary, extensive exhibitions and a wide range of activities will be on display.

Most of our current students will usually choose to be involved during the evening, so that it can be as useful and informative as possible for the several hundred guests expected.

We would like to invite students to take part as follows:

- All of our Year 7, Year 8, Year 9, and Sixth Form students (other than the Sixth Form Executive and those who have been invited by departments to assist) to be guides
- Orchestra members to perform during the evening
- The Year 11 Prefect team will be assigned various roles; Mr Roberts will be liaising with these students directly
- Students in Years 10, 11 and Sixth Form (not in Orchestra, Sixth Form Executive or Prefects) may be invited to help out in departments; **the parents of these students have already been contacted**. If your child is in Year 10 or 11 and has not been asked to help in a department, they are very welcome to join us as a guide

School will close to all students at 12.30pm on Thursday 3 October to allow students a break before returning later in the afternoon as follows:

- Students assisting in departments, Year 11 Prefects and Sixth Form Executive should report to the Dining Room by 5.15pm; they will be able to leave at approximately 8.30pm.
- Students in Year 7 should report to the Dining Room by 5.30pm; they will be able to leave at approximately 7.30pm.
- Student guides in all other years should report to the Dining Room by 6.00pm; they will be able to leave at approximately 8.30pm.
- Orchestra members should report to the Dining Room by 5.00pm; they will be able to leave at approximately 8.00pm.

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Head Teacher: James Shapland BSc, MSc

We are very appreciative of the time and effort given by students in making this important school event a success. Thank you too for your support, especially in delivering and collecting them to or from the school. Please respect the car parking arrangements in force and leave the drives, perimeter roads and front of school clear of parked vehicles (in case of emergencies); students should be dropped off at the semi-circle at the front gates. We will update you about drop-off and collection arrangements nearer the day.

Please complete the online form for student guides giving your consent for your child to take part, by 3.30pm on Tuesday 1 October, after which the form will close. You can access the form via this link: [Open Evening Consent Form](#).

Unfortunately, for safeguarding reasons, **we are not able to allow students to take part if we do not have a completed consent form by Tuesday 1 October**.

Please note that if you have more than one child volunteering, you will need to complete the form separately for each child.

School will be closed for INSET day on Friday 4 October, reopening for registration as normal on Monday 7 October.

Yours sincerely



Mrs R Kingston  
Deputy Headteacher



Mr D Beattie  
Deputy Headteacher