Dear Parent / Carer

7th September 2015

Year 6 into 7 Open Evening – Tuesday 6th October 2015

I write with details of the above event which is one of the most significant in the school calendar in that our recruitment into Year 7 is entirely dependent upon a successful evening.

Our greatest asset is our pupils and all of them are invited and expected to attend the evening.

Last year a number of current parents attended the evening and this was very well received. If you are willing to attend on the evening to engage on a one to one basis with prospective parents, regarding your experience as a parent of a child at Chatham Grammar School for Boys, you would be most welcome, it really is a time when our whole school community needs to pull together.

The arrangements for the day and evening are as follows:

Morning school will finish at 12.20pm. The bus companies will be aware and the ASD buses will be available to take pupils to their normal destinations.

Lunch will be provided at 12.20pm in the dining room for those children who wish to eat at school.

Pupils who have been excused attendance in the evening will be registered and supervised in the school hall until 3.05pm.

Pupils will be expected to return to school at 4.40pm details of where to register will be circulated to pupils nearer the date. If you would prefer your son or daughter to remain at school during the afternoon, please indicate on the attached form and we will ask them to assist departments with arrangements for the evening.

Year 7 Pupils will be released from school at approximately 8.00pm with Year 8 released at 8.30pm. All other pupils will remain at school until 9.00pm when the evening finishes.

Morning school on Wednesday 7th October will commence at the normal time of 8.40am.

It is essential please that you make reliable arrangements for your son or daughter to return home after the event. Bus passes will be valid for use in the evening. Because of the inevitable traffic congestion caused by so many visitors, should you intend to drop off / pick up your son or daughter by car please do not do so on Letchworth Avenue or on Park Crescent. Please do make sure that your son or daughter knows exactly where you will wait for them after the event.
Please return the attached reply form via your son/daughter’s form tutor by Friday 18th September at the latest, if appropriate.

Thank you

Yours sincerely

Richard Gardner
Assistant Principal

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The School will release students at 12.20pm on 6th October 2015 unless this form is returned on or before Friday 18th September 2015 asking that your son or daughter be allowed to remain at school.

Pupil Name _______________________________ Form _______________________ 

I am aware of the arrangements for the open evening on 6th October 2015.

My son or daughter will be able to assist at Open Evening *

My son or daughter will not be able to attend for the following unavoidable circumstances (N.B. Paid employment is not regarded as unavoidable circumstances and 6th Form are required to attend)*

____________________________________________________________________

I am a parent able/unable to attend the evening and would like to assist in the following department(s):*

___________________________________________________________________________

I would prefer my son/daughter to remain at school in the afternoon.*

My son / daughter will require a school lunch.

*Please delete as appropriate.

Parent name and signature ___________________________________________________________