

9 September 2011

Dear Parent

## Open Evenings 2011 – Year 12 Guides

Our Open Evenings for prospective students and their parents are from 6.00 - 9.00 pm on Wednesday 21 September and from 4.30 - 7.00 pm on Thursday 22 September. Our current Year 7 students will be acting as guides, and because they are relatively new to the school they need to be paired with older students from Years 10 and 12. We would like your daughter to act as a guide on one or both evenings. Her primary responsibility will be to meet and greet our visitors and help them find their way around the school, adding her own valuable insight into life at Wycombe High School. She will be briefed beforehand, and will be able to familiarise herself with the tour route.

Your daughter will need to arrive at school at 5.45 pm on Wednesday 21 September, dressed smartly in black and white clothing, for example black trousers or skirt and white blouse. If she has to bring any valuables to school she must ensure that these are safely secured in her locker at the start of the evening. On arrival she should report to Mrs Woodward on the bridge between the Christie and Downs buildings.

On Thursday 22 September the same requirements apply regarding dress code and valuables; however, please note that due to the earlier start time of the evening your daughter will need to bring a light snack and drink to have at the end of the school day, in Miller, before reporting to the bridge at 4.10 pm.

To help with administration it would be extremely helpful if students in Austen, Bronte, Curie and Nightingale could come in on the Wednesday evening and students in Pankhurst and Parks on the Thursday evening. However, if this poses difficulties for you, we would be delighted for your daughter to join us on the other evening.

Departure / collection arrangements are detailed for you below. Please also note that the Open Evenings for John Hampden Grammar School are on the same evenings as ours. Whichever evening your daughter is attending, may we therefore encourage you to allow extra time for your journey and to car share, wherever possible, to facilitate an easy drop off and pick up.

### Wednesday evening collection arrangements

On the Wednesday evening, please arrange to collect your daughter from The Forum at 8.45 pm. You may find it easier to park away from the school and walk in to meet her.

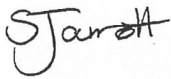
### Thursday evening collection arrangements

On the Thursday evening, your daughter will be able to leave school at 7.00 pm. Students who live within walking distance of the school may walk home as usual. The same applies to Sixth Form students who drive. Students who live further afield and need to be collected are encouraged to arrange off-site pick up points with their parents, wherever possible. Whatever arrangements you make, please ensure that your daughter is fully aware of them and that she has your mobile telephone number should she / we need to contact you. If your only option is to collect your daughter from the school site, she should wait for you in the Lecture Theatre. You may find it easier to park away from the school and walk in to meet her.

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Thank you, in advance, for your support and co-operation. Please complete the reply slip below and return it to the 'Guides' box outside the staff room no later than Thursday 15 September.

Yours sincerely



**Mrs S Jarrett**  
Deputy Headteacher



**Miss S Chamberlain**  
Head of Sixth Form

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Student's Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I give permission for my daughter to guide on Wednesday 21 September.

I give permission for my daughter to guide on Thursday 22 September.

I give permission for my daughter to guide on both evenings.

My daughter is unable to guide on either Open Evening because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent) Date: \_\_\_\_\_

**Please return this slip to the 'Guides' box outside the staff room by Thursday 15 September.**