

9 September 2011

Dear Parent

## Open Evenings 2011 – Year 7 Guides

We are delighted to welcome our new Year 7 students to Wycombe High School. They look very smart in their new uniforms and are already beginning to find their way around the school. We have been so impressed with their enthusiasm that we would like the entire year group to act as tour guides for our prospective students and parents on one or both of our Open Evenings. These run from 6.00 - 9.00 pm on Wednesday 21 September and from 4.30 - 7.00 pm on Thursday 22 September.

Your daughter will be thoroughly briefed before Open Evening and have an opportunity to familiarise herself with the tour route. Her primary responsibility will be to meet and greet our visitors in a warm and friendly manner and help them find their way around the school. She will be paired with an older student from Year 10 or Year 12 to help her with areas of the school which are less familiar.

Your daughter will need to arrive at school at 5.45 pm on Wednesday 21 September, in immaculate school uniform. 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 uniform and valuables, however please note that your daughter should not leave the site at the end of the day due to the earlier start time of this evening. She should bring a light snack and drink to have at the end of the school day, in The Forum, and then line up on the bridge at 4.10 pm.

We would be grateful for your support in allowing your daughter to join us for the evening. We feel sure that she will make a positive and marked impression on our visitors and hope that the evening will be the first of many opportunities to represent Wycombe High School.

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. Please note that we would prefer Year 7 students not to leave the school site unaccompanied.

**Thursday evening collection arrangements**

On the Thursday evening, your daughter will be able to leave school at 7.00 pm. Please arrange to collect your daughter from the Lecture Theatre at 7.00 pm. You may find it easier to park away from the school and walk in to meet her. Please note that we would prefer Year 7 students not to leave the school site unaccompanied.

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

*S Jarrett*

*Hesley Woodward*

**Mrs S Jarrett  
Deputy Headteacher**

**Mrs L Woodward  
Head of Lower School**

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**Open Evenings 2011 – Year 7 Guides**

Student's Name: \_\_\_\_\_ Form: \_\_\_\_\_

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 2011.**