



ABINGDON

27 April 2010

Dear Parent,

**Parents' Evening for parents of First Years
on Monday 17 May 2010,
6.00 - 10.00 pm**

Parents of boys in the first year are warmly invited to the School to discuss with the Headmaster and staff their sons' progress. Interviews will start at 6.00 pm. At 7.20 pm the Headmaster will address parents in the Charles Maude Room. Interviews will resume at 8.00 pm. A light buffet and coffee, provided by the school caterer and served by ASPA, will be available from 6.00-8.30 pm in the house room off the Big School Lobby.

Your sons will ask you for the names of teachers with whom you wish to book an appointment which should last for a maximum of seven minutes. It is, of course, vital that you do not over-run your time. Should a more detailed interview be necessary, then please arrange one at a more convenient time with the member of staff concerned. The Headmaster will be available, by appointment through his secretary, in the later part of the evening.

Your sons will be the active agents in booking appointments. They will be given a sheet a week before the Parents' Evening on which teachers will write their names against times, together with the rooms in which they can be found. We recommend strongly that your sons leave brief gaps between appointments, to allow a cushion against delays. Alternate bookings and gaps are the ideal. Occasionally boys are absent during the week when most appointments are booked. If this happens, parents should contact their son's tutor, to see if he can arrange some interviews for that evening.

Interviews will be situated, by departments, in rooms on all three floors of Big School. Rooms will be listed on your son's appointments sheet. Parents who are waiting for interviews are asked to wait outside the rooms, except in the case of the libraries. Chairs will be provided and doors left open so that you can see at a glance whether or not a teacher is occupied. (It is sometimes possible, in emergencies only, to improvise an appointment on the spot, if both you and the teacher are free; but please do not allow this to run into someone else's appointment time, or the schedule will fall behind.) If you think you will find it difficult or impossible to move freely up and down the staircases between appointments, please let me know as soon as possible so that I can make alternative arrangements.

Please bring your appointments schedule with you to the Parents' Evening.

Abingdon School Park Road Abingdon Oxfordshire OX14 1DE

Telephone: 01235 521563 Facsimile: 01235 536449

Cars should be not be parked on Park Road or Park Crescent as clampers are in operation both day and night. If there is no space within the school grounds you may need to go further afield. The town's multi-storey carpark is not far from the pedestrian traffic lights between the end of Park Road and the town centre. There is a charge for using this carpark between 8.00 am and 6.30 pm Monday to Saturday. Free parking is available on levels one after 6.30 pm. **Please note that levels three and above are locked at 7.30 pm and are not re-opened until 7.00 am.** There is a release fee of £50.

On arrival please come to the Lobby of Big School to pick up your badge.

Yours sincerely

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