



From David Dawswell Second Master

5 February 2016

Dear Parent,

**Parents' Evening for parents of Second Years
on Thursday 3 March 2016,
5.30 – 8.30pm**

Parents of boys in the second year are warmly invited to the School to discuss with the staff their sons' progress. Interviews will start at 5.30pm. At 7.00pm the Head will address parents in the Charles Maude Room. Interviews will resume at 7.35pm. A light buffet and coffee, provided by the school caterer, will be available from 5.30-8.00 pm in the houseroom 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 **five** 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.

Your sons will be the active agents in booking appointments; they themselves will not be with you for the evening. 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. Your sons will be told to allow gaps between appointments, to allow time to move between venues and so help ensure appointments run to time. 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 interview 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, as your son will not be with you.

On arrival at Big School Lobby (by the Library) please pick up your badge.

Cars should 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 8am and 6.30pm Monday to Saturday. Free parking is available on levels one and two after 6.30pm. **Please note that levels three and above are locked at 7.30pm and are not re-opened until 7am.** There is a release fee.

Yours sincerely

David Dawswell - Second Master
david.dawswell@abingdon.org.uk
01235 849072