



ABINGDON

From David Dawswell: Second Master

13 March 2018

Dear Parent,

**Re-scheduled Parents' Evening for parents of Third Years
on Tuesday 24 April 2018,
5.30 – 8.30pm**

Parents of boys in the third year are warmly invited to the School to discuss with the staff their sons' progress. Interviews will start at 5.30pm. At 7pm the Headmaster will address parents in the Amey Theatre. Interviews will resume at 7.35pm. A light buffet and coffee, provided by the school caterer, will be available from 5.30-8pm in the Charles Maude Room.

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. The Headmaster will be available by appointment through his PA, victoria.adams@abingdon.org.uk, and he will also be in the Charles Maude Room in the middle of the evening.

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.

Parents of boarders are of course very welcome, but we understand that it may not be possible for you to attend if you have to travel long distances. We are happy to arrange meetings with teachers at different times of the year if you are visiting Abingdon. If you want to ask about this or other opportunities for feedback on your son's progress please speak to his Housemaster or Tutor in the first instance.

Interviews will be situated, by departments, in rooms on all three floors of Big School and also in Greening Court nearby. 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 there is a risk of a parking ticket and current fine of £100. 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 6pm Monday to Saturday. Free parking is available on levels one and two after 6pm. 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

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