



ABINGDON

From (insert title): (insert name)

13 November 2015

Dear Parent,

***Parents' Evening for parents of Lower Sixth  
on Tuesday 1 December 2015, 5.30 to 8.30pm***

Parents of boys in the lower sixth year (together with their sons) 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 and the Upper Master, Nick O'Doherty, will address parents and students in the Amey Theatre. Interviews will resume at 7.30 pm. A light buffet and coffee, provided by the school caterer will be available from 5.30-8.00pm 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 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.

Your sons will be the active agents in booking appointments. A week before the Parents' Evening, they will be given a sheet 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 or she can arrange some interviews for that evening.

As for the fifth year parents' in January 2015, the attendance of your son is for you to determine. Parents may feel it necessary to have a private word with a member of staff, and so come to the decision that their sons will not attend the evening. If, however, your son attends, we would discourage you from sending him away, even temporarily. Parents are encouraged to continue the conversation by contacting the teacher by phone or e-mail. We would hope that your sons can be included in nearly all discussions. The sixth formers will have been told to expect that comments may be "robust", as we think it important everyone develops a clear vision of the current situation and possible future prospects.

Your son will be told that, if he attends, he should be smartly dressed in school uniform.

Interviews will be situated, by departments, in rooms in Big School. 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.

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

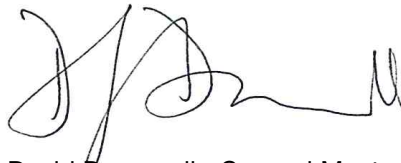
Tel: 01235 521563 Fax: 01235 849079

[www.abingdon.org.uk](http://www.abingdon.org.uk)

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.

*The forthcoming refurbishment of the old science laboratories over the summer will enable staff, parents and boys to have more space for the interviews and for the intervals between appointments.*

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Dawswell', written in a cursive style.

David Dawswell - Second Master  
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