



change to School Opening Times for Open Evening

Dear Parents/Carers and Students,

We are running our annual **Beaconsfield High School Open Evening on Thursday 25th September, 16:00 - 20:00**. The Open Evening is for prospective students and their parents/carers to see our school and meet our teachers and students. As a thank you to the students and staff that give considerable energy to the event, and in line with our usual procedures, we are revising the timing of the school day for both **Thursday 25th September and Friday 26th September 2025**.

Changes to the timings of the school day:

- Thursday 25th September - school **closes at 13:30** (*Preparations for Open Evening*).
- Friday 26th September - school **closes at 13:30** (*All students/teachers depart for recuperation*).

School buses:

School buses will be changed appropriately for the above timings, but we cannot change public or private bus services.

Lessons:

The school day will be condensed on 25th and 26th, with shorter lessons, so that despite the early finish, no lessons will be missed. Students should bring resources for all lessons on their timetable on those days.

Cafeteria:

The cafeteria will be open for an extended break time (11:15 - 12:00) each day. On Thursday 25th, the cafeteria will also be open at 13:30 for Year 8 and Year 12 students staying on site.

On Thursday Year 8 and Year 12 guiding duty:

Students in Year 8 and Year 12 have the important job of guiding our visitors, they will finish their guiding duties at **19:30**. Year 8 are required to remain on site when school closes at 13:30. More information will be provided to our guides and their parents/carers in a separate letter.

Year 13 Prefects and Subject Ambassadors:

We would like all Year 13 prefects and subject ambassadors to be involved with Open Evening and will be contacting them directly to clarify their role on the evening. Please could Year 13 prefects and subject ambassadors be at school on the afternoon of 25th from 14:30 onwards, their duties will be finished at 19:30.

Year 7, Year 9, Year 10, Year 11 and Year 13:

Students in Years 7, 9, 10, 11 and 13 have the opportunity to support this important school event by volunteering to represent a department. We hope lots of students will do this, to give back to their school community. Departmental representatives should return to school at 15:45 and register within the departments they are representing. They will complete their activities at 19:00. More information will be provided in a separate letter.

Dress Code for Students:

All students in Years 7-11 representing the school should be in smart, full school uniform. We ask our Sixth Form students to be in smart business attire.

Yours faithfully,

Emma Pritchard

Deputy Headteacher