



Open Evening Thursday 25th September – Year 12 Guides

Dear Parents/Carers and Year 12 Students,

We are running our annual Beaconsfield High School Open Evening on Thursday 25th September. The Open Evening is for prospective students and their parents/carers to see our school and meet our teachers and students. Traditionally, all students in Year 8 and Year 12 act as visitor guides on the Evening. We require a large number of guides to make the evening a success, and we expect the vast majority of students to support their school with this.

You should have received a letter on Monday with general information about the Open Evening, please find below specific details for Year 12.

- Our Year 12 guides are permitted to leave school in small groups between 13:40 - 15:30; they must sign out and back in again using the Inventory system. **We require students back on site by 15:30** for registration and briefing in the Sixth Form Study Area.
- We ask our students in Year 12 to **wear smart business attire**.
- Guiding visitors will commence from 16:00 and will finish at 19:30. However, there will be rest breaks between tours and we will provide a refreshment and snack.

Important Details:

- Year 12 students need to be collected at **19:30**.
- Please be advised **there is no parking on site for collection**, however, we have arranged to use The Beaconsfield School's large parking facilities, so we recommend parking there and walking the short distance to collect your child.

The event would not be a success without the efforts of our students and their parents/carers; we are hugely proud of our Sixth Form students, and we thank you for your support in enabling them to fulfil this vital role. If there are any concerns with this, please contact Mrs Cook as soon as possible, and by **Tuesday 16th September**.

Yours faithfully,

Mrs Kate Cook

Head of Year 12