



Open Evening Thursday 24th September - Year 8 and Year 12 Guides

Dear Parents/Carers and Students,

Please refer to my [letter](#) about changes to school opening times for full information about Open Evening. This letter is specifically to inform you about Year 8 and Year 12 students' involvement. Traditionally, all students in Year 8 and Year 12 act as visitor guides on our Open 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.

- The school day will be condensed on 24th, 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.
- The cafeteria will be open for an extended break time (11:15-12:00) and at 13:30 for Year 8 and Year 12 students who wish to purchase food.
- We expect a large number of visitors so please be advised there is no parking on site for drop off or collection. When you collect your child, there may be parking available over the road at The Beaconsfield School, whose large parking facilities we will be using for our visitors.
- Your child will begin guiding visitors 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.
- We ask that you collect your child at 19:30.

Year 8 – Important Details:

- Year 8 guides remain in school for a lunch break from 13:30-14:30, and from 14:30 will begin preparing for their role as guides.
- We ask our students in Year 8 to wear smart, full school uniform.

Year 12 – Important Details:

- 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 to be back on site by 15:30 for registration and briefing.
- We ask our students in Year 12 to wear smart business attire.

The event would not be a success without the efforts of our students and their parents/carers; we are hugely proud of our 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 our pastoral team (for Year 8, pastoralhub@beaconsfieldhigh.school and sixthform@beaconsfieldhigh.school for our Year 12's **by Friday 18th September**).

Yours faithfully,

Emma Pritchard
Deputy Headteacher