



# BORDEN GRAMMAR SCHOOL

Borden Grammar School  
Avenue of Remembrance  
Sittingbourne  
ME10 4DB

23 September 2019

Dear Parents,

As 11+ Kent Tests are now held in September, we are holding an Open Evening for Year 6 pupils and their parents on Tuesday 8 October. This will enable pupils to see the school and for us to talk to their parents.

In order to prepare for the arrival of so many visitors, **we will end the school day on Tuesday 8 October at 2.00pm**. School buses will arrive at the usual time, around 3.15pm. If you wish your son to be supervised in school between 2.00pm and 3.15pm, please email to inform me by Friday 4 October.

Your son or daughter has been asked to act as a guide (Years 13, 12 and Year 7 only), or may be asked to help in a classroom demonstrating activities and answering questions (Years 8, 9,10 only). Students will need to report to school at the following times:-

Year Group	Duties	Arrive By	Report To	Finish By
12 & 13	All are asked to attend to act as guides or help in a classroom	5.45pm	Room 5 or the classroom they are helping in	8 - 8.15pm
8,9,10	May be helping in classrooms – teachers will identify which students are needed and let students know and notify you by Parentmail by 4 October.	5.45pm	Subject room	8 - 8.15pm
			<b>Reply slip only needs to be returned if your child has been asked to help in a room</b>	
7	All are asked to attend to act as guides	5.45pm	Room 8 and 9	8 - 8.15pm

Pupils should be in full school uniform. Guides will be given a route to follow on the evening and students may wait in Room 8 and Room 9 to be collected when they are finished, if you prefer them to wait inside.

Finally, in compensation for the hard work staff and pupils will be putting in that evening, **registration on Wednesday 9 October will be at 10.15am**. Again, school buses will arrive at the usual time. If pupils need to come to school before 10.15am, they should report to the Library. Breakfast will not be served in the canteen that day.

Thank you for all your support for this important event in the school calendar.

Yours faithfully,

**Mr R Artingstoll**  
**Assistant Headteacher (KS3)**

Open Evening Pupil Name..... Form .....

I give permission for my son/daughter to attend Open Evening on Tuesday 8 October and have made arrangements for his/her return home.

Signature of parent..... Date.....

Please return this slip to Miss Bateman **by Friday 4 October** for all Year 7, 12 & 13 students and for Year 8, 9,10 students who have been asked to help in a classroom (earlier returns would be appreciated)

Headteacher: Mr J R Hopkins BA (Hons) NPQH

Registered address: Avenue of Remembrance, Sittingbourne, Kent ME10 4DB / Registered in England Number: 07827591

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