**STUDENT NOTES SIXTH FORM OPEN EVENING**

**THURSDAY 7 NOVEMBER 2019**

T-Shirts to be collected from SF Admin Office from Tuesday 5 November.

Food vouchers to be given out on Thursday 7 November during Tutor Period at 08:50 in SFC3/SFC.

09:00 Students assisting with the evening can wear casual clothes (jeans, trainers + red t-shirt) for the day.

12:40 School closed for SFOE preparation. No School lunch available. Students assisting who cannot get home can return into School after lunch and use SFC2. Bags can be stored in SFC2. Do not leave bags in SFC or Chill.

16:30 Mrs McCrudden/Mrs Purcell stationed in Reception to let SF students into School

and to distribute name badges. No need to wear lanyards during the evening, but please collect a named ‘stick on badge’ from Mrs McCrudden/Mrs Purcell when you arrive back into school.

17.15 Registration Staff and Tour Guides in position in Chill and Science Foyer.

17:30 Students in departmental areas ready to accept early visitors. Copies of prospectus and entry criteria in each subject room. Crib sheet for all Tour Guides and subject helpers (subject rooming and timings).

17:45 Meet and greet in Reception and direct Mr Ransom and Miss Atkinson

visitors to registration in Chill

Meet and greet in Science Block Foyer Mr Maddox and Mr Brooker

and direct visitors to registration desks

Internal students sign in, via tutor group order, collect prospectus etc. and go to departments.

External students sign in, collect prospectus, map etc. and go to departments.

Tour guides take student and family to first venue and then tour guides re-cycle back to the *Chill*/Science Foyer.

19:00 Registration Staff and Head Students stationed in the *Chill*/Science Foyer to register/guide late arrivals. SF Team to meet in *Chill* to answer questions.

Head Students in SFC. JPM remains at Reception to meet and greet late arrivals.

Mr Brooker goes to English. Miss Atkinson goes to EPR.

19:45 LT and Head Students move to *Chill*. Refreshments served by Registration Staff.

JPM and Mr Brooker in Reception as visitors leave.

20.30 Bell to signal departments closing. Departments clear up.

21.00 Second bell rings to close the evening.