



NOTTINGHAM
FREE SCHOOL

28 March 2017

Dear Parent(s)/Carer(s),

I am writing to inform you of our year 9 parents' evening date scheduled for Thursday 20 April 2017. This evening will give you the opportunity to book five minute appointments with your child's subject teachers to discuss their progress.

It will then be your child's responsibility to make individual appointments with the staff you wish to see. Your child will make appointment times in their planner, however it is essential that you let your child know the times you are available on the given date. If a particular member of staff is fully booked due to the fact they teach a large proportion of the year group and you still wish to speak to them, please contact the office, who will arrange for them to get in touch with you.

The evening will run from 4pm – 7pm and therefore school will finish at 3.35pm on the 20 April 2017. The school bus will leave at 3.45pm. If you have an early appointment and wish your child to remain in school and meet you here then please let their tutor know.

Yours faithfully,

Mrs. J. Brown
Head of School