



22 November 2016

Dear Parent(s)/Carer(s),

I am writing to inform you of our year 7 parents' evening scheduled for Thursday 8<sup>th</sup> December 2016. This evening will give you the opportunity to book five minute appointment slots with your child's subject teachers to discuss their progress.

As some staff teach a large proportion of the year group, it is likely you will not be able to see all of your child's subject teachers. Therefore, it will be important to prioritise which subjects you do want to see on this evening and ensure that your child makes an appointment with the specified teachers.

It will then be your child's responsibility to make individual appointments with the staff you wish to see. Teaching staff will help the students to make appointment times and record them in their planner, however it is essential you let your child know the times that you are available on this date. If you are not able to see a particular subject teacher on this evening but you still wish to speak to that relevant member of staff then please contact the school office.

The evening will run from 4pm – 7pm and school will finish at 3.35pm on Thursday 8<sup>th</sup> December. 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