

18th October 2016

Dear Parent/Guardian

The Y11 Parents' Consultation Evening will take place on **Thursday 3rd November** from **4.30 – 7.00pm.**

This will be held in the Hall. The school playground, near the block, can be used as a car park on this occasion.

Please complete the reply slip for the Parents' Consultation Evening and return it to your child's Form Tutor. If you are able to attend, your child will be given an appointment sheet, and he/she will then ask the subject teachers you wish to see, for an appointment. These appointment times are for guidance only. Some members of staff teach most of Y11, others need a little longer with parents to discuss concerns. Your patience, as always, is much appreciated.

Please make your appointment requests in line with any concerns that may have arisen from the interim report you will receive shortly. If you feel that your child is achieving at their ability level do not feel obliged to make an appointment in that subject. It may be the case that staff wish to make an appointment with you. Your child should then inform you of this. **We would like your child to be present during the consultations. He/she should accompany you in full school uniform.** Please sign in on arrival.

When the appointment sheet is completed your child should give it to you so that you can bring it to the Parents' Evening.

Please do not hesitate to contact school if you need further information.

Yours sincerely

T A Ryan (Mrs)
Deputy Head

PLEASE RETURN THIS REPLY SLIP TO THE FORM TUTOR BEFORE TUESDAY 1ST NOVEMBER 2016.

Child's name _____ Form _____

I will / will not be able to attend my child's Parents' Evening on **Thursday 3rd November 2016.**

Earliest Appointment Time: _____pm

Signature of Parent: _____ Date: _____

