



12th March 2018

Dear Parent / Carer

Year 11 Parents' Evening – Thursday 22nd March 2018

I am writing to inform you that the Year 11 Targeted Parents' Evening will take place on Thursday 22nd March 2018 between 4.30 pm and 7.00 pm.

Please ensure that your child arranges appointments directly with each of their subject teachers using the appointment sheet in their planner. It is possible that you may not be able to speak with all your child's subject teachers as some teachers teach several Year 11 groups. Teachers will, however, be available to meet with you at a different time should this situation arise. Please do not hesitate to contact me if you have any questions about making such appointments before or after the event.

In order for staff to meet with as many parents as possible, appointments are restricted to five minutes only. If you or the teacher feels that a longer time is needed to discuss specific issues, then please do not hesitate to arrange an alternative time.

It is always useful for your son / daughter to come with you to Parents' Evening if possible and we will be pleased to see as many students as possible attending.

I would like to thank you in advance for your attendance and look forward to seeing you on Thursday 22nd March 2018.

Yours faithfully

Mrs E Stephen
Head of Key Stage 4
(Years 10 and 11)

Executive Principal: Ruth Robinson

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