

January 2012

Dear Parents/Carers

Year 11 Parents' Consultation Evening
Tuesday 24 January 2012

I am pleased to invite you to this consultation evening, when you will have the opportunity to discuss your child's general progress with subject teachers and Form Tutors. Subject teachers will be located as shown on your appointment sheet. You will also have the opportunity to talk to members of senior staff and by appointment, the Head of Year.

To enable greater flexibility when arranging specific time slots with subject staff, the evening will start at 5.00 p.m. Individual subject staff have been given the opportunity to identify up to **three hours** they will be available for consultation on the evening. For the evening to run smoothly it is therefore vitally important that your daughter/son **plans** the sequence of appointments and the time of the appointment is adhered to. If you have more to discuss with a teacher than can be concluded within the available time, then I ask that you arrange another, mutually convenient, time.

Your daughter/son is expected to attend with you on Tuesday 24 January 2012 and we look forward to seeing you then. Please ensure you sign in on arrival in the Library.

If you wish to discuss your child's progress but are unable to attend on the evening, please contact his/her Form Tutor to make an appointment.

I should be grateful if you would return the reply slip below to your child's Form Tutor.

Yours sincerely

E Hitch (Mrs)
Headteacher

Return to: Form Tutor

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Student's name: Form:

I / We* shall / shall not* be attending the consultation evening on Tuesday 24 January 2012 with my/our daughter/son.

* *delete as necessary*

Signature Parent/Carer: _____ Date: _____

