

January 2011

Dear Parents,

Year 9 Parents' Consultation Evening
Thursday 10 February 2011

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.

You will also have the opportunity to talk to Mr Cross (Assistant Headteacher – Pastoral), Mrs Jones (Assistant Headteacher) and Mr Osborne (Head of Year 9). Subject teachers will be located as shown on your appointment sheet

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 the **three hours** they will be available for consultation on the evening. For the evening to run smoothly it is therefore vitally important that your son/daughter **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 Thursday 10 February and we look forward to seeing you then. 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 am aware that some parents will be coming to this evening straight from work. You will therefore be pleased to learn that refreshments, provided by Cucina, our caterers, will be on sale in the Dining Hall from 5.00pm onwards.

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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Pupil's name: **Form:**

I / We* shall / shall not* be attending the consultation evening on the 10 February with our daughter/son.

* *delete as necessary*

Parents' signature: _____ Date: _____