

26 January 2017

Dear Parents/Carers

Year 10 Consultation Evening - Thursday 9th February 2017

There will be a Parent/Carers' Consultation Evening on **Thursday 9th February 2017**. Students will make appointments for you to see staff between 4.30 p.m. and 7.30p.m. I hope that we shall have the pleasure of welcoming you to school on that date to discuss your son's/daughter's academic and general progress with those members of staff who teach him/her. **Students are encouraged to attend and take part in the discussions.**

Miss Wilkes, Year Leader, Mr Cooney, Key Stage 4 Leader, and members of the Leadership Team will be available to discuss any general issues which you may wish to raise.

We will be asking your child to make the usual arrangements, ie, appointments of five minutes duration with a five minute break to allow you to reach your next appointment on time. Interviews will be in the Sports Hall, School Hall and Break Out Space. At the start of February you will receive your child's latest Student Profile on SIMS Learning Gateway, which we hope will aid your discussions with subject staff. If you have misplaced your username or password please contact the school office, who will be happy to send a reminder to you.

We would ask all parents to respect the five minutes allocated. To avoid disturbance during interviews, we would be most grateful if mobile telephones could be switched off. We appreciate your co-operation in this matter.

Parents/Carers are advised that the coach park on the side of the school is lit. If you have a temporary or permanent mobility problem and require special parking arrangements, please ring the school office and we will endeavour to meet your needs.

I hope that you will be able to be with us on this important evening and that you will find it a productive occasion.

We look forward to welcoming you.

Yours sincerely



J Cooney
Assistant Headteacher (Key Stage 4 Leader)

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(Please detach and return to Form Tutor)

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Name of Student Form

I acknowledge receipt of your letter of 26th January 2017. I / We will / will not be attending.

Signed Date