

9 February 2015

Dear Parents/Carers

Year 8 Consultation Evening - Tuesday 3 March 2015

I hope that we shall have the pleasure of welcoming you to school for a Parents' Consultation Evening on Tuesday 3 March to discuss your son's/daughter's academic and general progress with those members of staff who teach him/her. Pupils will make appointments for you to see staff between **4.30 pm and 7.30pm**. Your child's latest interim assessment will be available on the SIMS Learning Gateway via the school's website prior to this evening.

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 take place in the Sports Hall and the School Hall. We would be very grateful if all parents could respect the five minutes allocated to allow all parents to be seen within the evening. We would also appreciate your cooperation in switching off mobile telephones to avoid any disturbances during interviews.

Pupils are very much encouraged to attend to take part in all discussions and therefore benefit from reviewing their progress and efforts in each of their subjects.

Mr Jankowski, Year 8 Leader and Mr P Howe Key Stage 3 Leader, will be available on the evening for any urgent issues. However please be aware that they both will be busy as they teach at least one class in the year group. Members of the Leadership Team will also be available to discuss any general issues which you may wish to raise, and if they are not able to help with more complex problems, the information can be passed to the Year Leader to resolve matters as soon as possible afterwards.

Parents/Carers are advised that the coach park on the side of the school is now 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 do 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

Mr S Jankowski
Year Leader

Mr P Howe
KS3 Leader

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(Please detach and return to Form Tutor)

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Name of Pupil Form

I acknowledge receipt of your letter of 5 February 2015. I/We will/will not be attending.

Signed Date