



Headteacher:
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1 March 2017

Dear Parents/Carers

Year 7 Consultation Evening - Tuesday 21 March 2017

There will be a Consultation Evening on Tuesday 21 March 2017. Students will soon start to make five minute appointments for you to see staff between 4.30 pm and 7.30 pm, they will record these in their planner on page 37. I hope that we shall have the pleasure of welcoming you to school on this 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.**

Appointments will be spread across a number of adjacent locations in school. On the evening, please arrive at the main school entrance to sign in and obtain location details. Please bring your child's planner with appointment times and interim assessment, which we hope will aid your discussions with subject staff.

Mr Eaton, Year 7 Year Leader and Miss Loudon, Key Stage 3 Student Support Coordinator, will be available on the evening for any urgent issues. Mrs Neal and I, who oversee Year 7 responsibilities as well as other members of the Leadership Team will be available to discuss any general issues which you may wish to raise.

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

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 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

C Simmonds (Ms)
Assistant Head teacher

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(Please detach and return to Form Tutor by **Wednesday 15 March 2017**)

Year 7 Consultation Evening - Tuesday 21 March 2017

Name of Student Form

I acknowledge receipt of your letter regarding Year 7 Consultation evening. I / We will / will not be attending.

Signed Date

