



Headteacher:
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12 January 2018

Dear Parents/Carers

Year 9 Consultation Evening - Wednesday 31st January 2018

The Parents' Consultation Evening will take place on Wednesday 31st January. We 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. Your child will make appointments for you to see staff between **4.30 pm and 7.30pm. Students are encouraged to attend and take part in the discussions.**

We will both be in attendance on the evening, although teaching four Year 9 History classes means Mrs Jones' additional time will be extremely limited. However, in addition members of the school Leadership Team will also 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-minute duration, ideally with a five minute break to allow you to reach your next appointment on time. Appointments will take place in the School Hall, Break Out Space, Canteen and 'A' Block classrooms. We would ask all parents to respect the maximum of five minutes allocated per appointment.

Subject teachers will have the latest information on your child's Student Profile, the latest version of which should be available for you to view online via Insight from 29th January. If you have misplaced your username or password for Insight, please contact the Exams Office, who will be happy to send a reminder to you.

To avoid disturbance during interviews, we would be most grateful if phones could be switched off. Thank you for your co-operation in this matter. 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.

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

Please note that the KS4 Options Information Evening is on Wednesday 14 February 5.30pm – 7.30pm, and further information about this will be available on the school website and via email in due course.

We look forward to welcoming you on both evenings.

Yours sincerely,

Mrs K Jones
Year 9 Leader

Mr P Howe
Assistant Headteacher (Key Stage Leader)

(Please detach and return to Form Tutor)

Year 9 Consultation Evening: Wed 31 January 2018

Name of Student Form

I acknowledge receipt of your letter of 12 January 2018. I/We will/will not be attending.

Signed Parent/Carer Date

