

October 2018



Dear Parent/Carer

Headteacher:
John Dowler B.Sc. Hons, NPQH
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Year 11 Consultation Evening - Wednesday 7 November 2018

There will be a Parents/Carers' Consultation Evening on Wednesday 7 November 2018 - please be aware the times for Consultation Evening have changed. Students will make appointments for you to see staff between 4.00p.m. and 7.00p.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.

Mrs Turner, Year 11 Leader and I will be available on the evening to discuss any problems and make a longer appointment, for a later date, if needed.

Staff will be asking your son/daughter 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 School Hall, A Block classrooms, Break Out Space and Canteen.

I 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 A Cooney (handwritten signature)

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. I / We will / will not be attending.

Signed ..... Date .....

