



Head Teacher:
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January 2019

Dear Parents/Carers

Year 10 Consultation Evening - Thursday 7th February 2019

There will be a Parent/Carers' Consultation Evening on **Thursday 7th February 2019**. Students will make appointments for you to see staff between 4.00 p.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.**

We 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, Break Out Space and Dining Room.

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 at night. 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

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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 21st January 2019. I / We will / will not be attending.

Signed Date

