

18 October 2011

Dear Parent/Guardian

YEAR 11 PARENTS' CONSULTATION EVENING

We have pleasure in inviting you to attend the Year 11 Parents' Consultation Evening, which will be held on Thursday 3 November 2011, from 5.30pm till 8.00pm.

This is an important event and gives you an opportunity to discuss your child's progress with the subject teachers of both their core subjects and options. Please make sure your child makes an appointment with the appropriate staff. Consultations are timed for 5 minutes, which hopefully all parties will adhere to. If you do need longer please make arrangements to discuss the issues at a later date. Please bring your child's planner to this Parents' Evening, for reference to their AFL (Assessment for Learning) targets. It may also be helpful to bring a copy of your child's October report.

We will be available to discuss concerns and members of the Senior Management Team will also be present. On arrival at school please sign in at Reception, and then later sign out on departure. Students will be available all evening to help with locating staff for you.

Please could you complete the invitation slip and return it to school via your son/daughter to their Form Tutor. If you are unable to attend, please do not hesitate to contact us as alternative arrangements for communicating with your child's teachers could be made.

We look forward to having the opportunity to meet you on the evening.

Thank you for your continuing support and co-operation.

Yours sincerely

Mrs W Lawton
Achievement Coordinator for Year 11

Mrs D Grainger
Student Support Officer for Year 11

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YEAR 11 PARENTS' CONSULTATION EVENING – 3 November 2011

Pupil: Form:

*We/I will be/will not be attending Year 11 Parents' Consultation Evening

Signed:*Parent/Guardian

* Please delete as appropriate **Please return to the Form Tutor by Tuesday 1 November 2011**