

Our Ref: KMO/SWA

Dear Parents/Carers,

MEETING FOR PARENTS OF YEAR 10 PUPILS
Wednesday 22nd April 2015, 3.00 - 6.30 p.m.

I would like to invite you to visit school on Wednesday 22nd April between 3:00 and 6:30pm for our year 10 pupil progress meeting.

The meeting is to discuss progress with subject teachers and to assist you in understanding what your child has to do in order to be successful.

Senior staff will also be available throughout the meeting. Please note that all appointments will take place in the Thumbprint restaurant.

An appointments system will be in operation to help make more efficient use of your time. **Your son/daughter has already received an appointments sheet. They must complete this sheet during the next few days after seeing and agreeing a time with each of their teachers before handing it back to you.** The system will only succeed if you attend discussions with the appropriate teacher at the times indicated on your child's sheet. Pupils are allowed to accompany parents, but they may be excluded from some discussions at the discretion of the teacher and/or parent; it is not appropriate for other members of the family to attend.

I look forward to welcoming you to this important event.

Please complete the reply slip and return to your son's/daughter's tutor by Wednesday 1st April 2015.

Yours sincerely,

K. Monte
Head of School

Dear Tutor,

I/We shall/shall not be present at the meeting on Wednesday 22nd April, 2015.

Signature of Parent/Carer:

Name of Pupil: Tutor Group: