



Our Ref: IRE/SWA

8<sup>th</sup> December 2017

Dear Parent / Carer,

I am pleased to invite you and your son / daughter to Thornhill's annual pupil Review Day on Wednesday 17<sup>th</sup> January 2018. You and your son/daughter are required to attend this meeting as an important opportunity for you and your child to review their progress. This will take place through quality discussion with a member of staff who knows your son/daughter well.

You are offered a 15 minute appointment at a convenient time for you during the day, between 8.00 a.m. and 7.00 p.m. If you have more than one child at Thornhill every effort will be made to arrange consecutive appointments.

In order to help us ensure the day runs as smoothly as possible please complete the enclosed Appointment Availability Sheet and return it with your child no later than Friday 15<sup>th</sup> December. You will receive an appointment time confirmation slip by Thursday 11<sup>th</sup> January 2018.

I appreciate it may be difficult for some people to make the necessary arrangements but I cannot over-emphasise the importance of this meeting. If for any reason you are unable to attend, your child must keep the appointment in order to obtain their present mark for the day in the register.

I remind you that pupils are only required to attend school on Review Day at the confirmed appointment time (they are not required to wear uniform).

Finally can I express my thanks in anticipation of your co-operation, and trust you will take advantage of this excellent opportunity to work in partnership with school to the benefit of your child / children.

Yours sincerely

A handwritten signature in black ink, appearing to read 'I Redford', written in a cursive style.

Mr I Redford  
Headteacher