

Our Ref: KMO/SWA

Dear Parents/Carers,

**MEETING FOR PARENTS OF YEAR 11 PUPILS**  
**Wednesday 15<sup>th</sup> October 2014, 4.00 - 6.30 p.m.**

I would like to invite you to visit school on Wednesday 15<sup>th</sup> October between 4:00 and 6:30pm for our year 11 parents evening.

The parents' evening is to discuss early 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 evening. Please note that all appointments will take place in the Thumbprint restaurant.

An appointments system will be in operation for this evening to help make the use of your time more efficient. **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 am also pleased to inform you that between 1:30pm and 5:00pm there will be representatives from a wide range of career pathways for your son/daughter to consult with in the Main Hall. I hope you will find this additional information resource of value.

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 8<sup>th</sup> October 2014.

Yours sincerely,

K. Monte  
Head of School

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Dear Tutor,

I/We shall/shall not be present at the meeting on Wednesday 15<sup>th</sup> October, 2014.

Signature of Parent/Carer: .....

Name of Pupil: ..... Tutor Group: .....