



# Bishop Rawstorne Church of England Academy



21 January 2020

Dear Parent/Guardian

## Year 7 Parents' Evening - Thursday 6 February 2020

I am writing to inform you that the Year 7 Parents' Evening will take place in school on Thursday 6 February 2020 from 4.00pm to 7.00pm and will be an opportunity to discuss your child's progress and Spring Tracking Report which will be sent to you on Wednesday 22 January 2020. It is very important that you try to attend this event.

It would help us greatly if you would complete the reply slips below and ask your son/daughter to arrange appointments with the members of staff you wish to see at 10 minute intervals, allowing 5 minutes for interview and 5 minutes for movement. Experience has shown that it is better to come as early as possible.

On arrival, please sign in at the table in the foyer outside the hall. If you are unable to come on this occasion you are welcome to come at any time that is mutually convenient to you and the member of staff concerned.

All students are welcome to attend with parents. There is no obligation for students to attend in uniform, however, if they do choose to do so, it must be in **FULL UNIFORM**.

Yours sincerely

Mr P Cowley

Headteacher



### **SLIP 1 – TO BE RETAINED FOR YOUR OWN USE**

If you are able to come, would you ask your son/daughter to make appointments 10 minutes apart with members of staff individually on this slip which should be retained for your own use.

The parents of \_\_\_\_\_ wish to see the following members of staff by appointment.

NAME OF TEACHER	SUBJECT	TIME	NAME OF TEACHER	SUBJECT	TIME



### **SLIP 2 – TO BE RETURNED TO GROUP TUTORS BY TUESDAY 4 FEBRUARY 2020**

Please complete this slip and return it to the Group Tutor by Tuesday 4 February 2020 even if you are unable to come.

*\* Please delete as appropriate*

From the parents of \_\_\_\_\_

Tutor Group: \_\_\_\_\_

I/we shall/shall not\* be able to attend the Parents' Evening on Thursday 6 February 2020.

I/we wish to come between \_\_\_\_\_ pm and \_\_\_\_\_ pm.

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_

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