

February 2023

Dear Parent/Carer

**Y7 PARENTS' EVENING – THURSDAY 16 FEBRUARY 2023**

You are invited to attend a meeting for parents/carers of Year 7 pupils to discuss your son or daughter's progress.

As this is such a crucial event for your son or daughter, we have decided that this event will take place in school. Pupils are expected to attend this meeting in uniform which will take place on **Thursday, 16 February 2023** from **4.30pm** to **7.30pm**.

For those parents/carers who have older children in the school, you will notice there will be some **key differences** from previous Parents' Evenings, which are set out below:-

- Appointments should be made through Synergy. Please use the attached '**Booking System**' information guide and follow the instructions on how to book each appointment. The Booking System will open on Monday 6 February 2023.
- Appointments will be held in school. Parents will be given a plan of teachers' locations on entry into school.
- Appointments must adhere to the 3-minute time limit to avoid congestion.
- If there are any issues that parents would like to discuss further but are unable to do so in the 3-minute time slot, members of the Senior Leadership Team will be available in the school foyer to assist.

**Please can I respectfully ask that parents park on the staff car park at the front of school rather than on the roads surrounding the school to allow flow of traffic and minimise disruption for our neighbours.**

I would appreciate it if you would kindly complete the reply slip below and return it to your child's form teacher no later than Tuesday 14 February 2023.

Yours faithfully



**A REARDON (MR)**  
**Director of Learning Y7**

---

**Please return to your Form Teacher: Y7 Parents' Evening: Thursday 16 February 2023**

Return by 14/02/2023

NAME OF PUPIL: \_\_\_\_\_ FORM: \_\_\_\_\_

**I/We\* will/will not\*** be attending the Y7 Parents' Evening on Thursday 16 February 2023. (\*delete as appropriate)

Signed \_\_\_\_\_ Parent/Carer