Tuesday 6th March 2018

Dear Parents/Carers,

You are cordially invited to a meeting for parents of Year 8 pupils to discuss your child’s progress. Pupils are also expected to attend this meeting which will take place on **Thursday 15th March 2018**, from 4.30pm to 7.30pm.

In an attempt to alleviate overcrowding and to cut down on queuing time, an appointment system is being arranged. Pupils will be given a blank appointment card, which they will present to their teachers prior to this evening so that they can fix a mutually convenient time.

A large numbers of parents will be attending this meeting and therefore interviews are scheduled to last for three minutes. The purpose of the evening is to discuss your child’s progress and effort in all subject areas in their final year. If you wish to discuss issues other than your child’s progress, please contact Pupil Services in school who will make an alternative appointment.

**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.**

I would appreciate it if you would kindly complete the reply slip below and return it to your child’s form teacher as soon as possible.

Yours faithfully,

Mrs J. Melling

Year 8 Senior Learning Co-ordinator.

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**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form\_\_\_\_\_\_\_\_\_**

**I/We will/will not be attending the Y8 Parents’ Evening on Thursday 15th March 2018**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian.**