

26 April 2019

Dear Parent/Carer

**Year 7 Parents' Evening with Subject Teachers – Wednesday 8 May 2019**

Year 7 Parents' Evening takes place on **Wednesday 8 May 2019** beginning at **4.00pm** and ending at **7.00pm**.

This is a very important evening and your attendance is encouraged, particularly to discuss with your son or daughter's subject teachers how they have performed in their first year at high school against the target grades set for them.

There will also be an opportunity to discuss the pastoral aspects of their first year to find out how they have settled in. Also, you may wish to discuss issues that you may have so that we can work together to ensure that your son or daughter realises their academic potential.

To aid this, Mrs Watling (Head of Year 7), Mrs Bramwell (Attendance Officer) and Miss Johnson (SENCo) will be available throughout the evening along with members of the Senior Leadership Team. Please note that students attending Parents' Evening are expected to be in full school uniform.

As usual we will be operating an appointment system in order to avoid any unnecessary delays. Enclosed with this letter is an appointment sheet. Your son or daughter should arrange suitable times for interviews and will be provided with a copy of the appointment sheet by their form tutor.

Please remember that each appointment is only five minutes long and the evening can only be successful if students, parents and teachers adhere to five minute discussions. If you need longer than this, then you may be required to arrange a further meeting at yours and the teacher's convenience.

Limited car parking will be available at the front of school. If you are parking within the local area may I respectfully ask that this is done with due consideration to local residents. On arrival, we would be grateful if you would sign in at the front of school. This allows us to monitor who is in the building. On departure, please would you sign out for Health and Safety reasons.

Finally, would you please fill in the reply slip overleaf and return it via your child's Form Tutor. We look forward to seeing you on this very important evening.

Yours faithfully



**Paul Lamoury**  
**Deputy Headteacher**

**Year 7 Parents' Evening – Progress Review with Subject Teachers**  
**Wednesday 8 May 2019 - 4.00 - 7.00pm**

Please list staff in the order of priority you wish to see them.

Appointments will be of five minutes duration.

Students should make appointments with staff at 10 minute intervals to allow time to move between appointments.

NAME

SUBJECT

TIME

<u>NAME</u>	<u>SUBJECT</u>	<u>TIME</u>

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**Please return this:**

**Year 7 Parents' Eve: Progress Review with Subject Teachers : FAO Mrs Watling (E4)**

**Student's Name** \_\_\_\_\_ **Form** \_\_\_\_\_

I will/will not be attending the Student Progress Review on **Wednesday 8 May 2019**.

**Parent/Carer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_