

Our Ref: 011 15

19th January 2015

Dear Parent/Carer

YEAR 7 PARENT CONSULTATION MEETING – TUESDAY 10TH FEBRUARY 2015

The Parents' Meeting for students in Year 7 will be held on Tuesday 10th February 2015 from 3.45 – 6.45 p.m. and we invite your son to be present with you (in full school uniform) at this discussion of his work and progress with members of staff.

Disabled students and parents are welcome at our school. Should you or your son require special arrangements to be made to enable you to access the Evening, please contact your son's Head of Year, Mrs Hart; we will do whatever we reasonably can to help.

Students can make appointments in lessons with those teachers you wish to see – please see list overleaf. Your son will record these appointments on the Parent Consultation Teacher Appointment Sheet in his Student Planner. We generally find it helpful if parents and students can make themselves available for about 2 hours, and we would also strongly recommend spacing the appointments out (and not compressing them into a 45-minute period).

Staff have been asked to limit discussion time to 5 minutes and we seek your co-operation in this matter in order to avoid delays for other parents. Please do adhere to the allocated appointment time with your son's subject teachers as far as possible. Should you need more time for specific queries, arrangements can be made for you to come into school at an alternative time – please leave your details with a member of staff at the front desk.

We hope that all parents will have completed their appointments by 6.45 p.m, when a bell will ring to signal the end of the consultation evening.

Parental attendance at the consultations is excellent (normally over 96%) and we hope to maintain, if not better, these figures in years to come. However, if you are unable to attend the meeting, and are worried about your son's progress, please do not hesitate to contact Mrs Hart at any time. In the meantime please sign and return the reply slip below to the school office tomorrow.

Yours sincerely



Mr S Brierley
Principal

✂-----

REPLY SLIP – YEAR 7 PARENT/CARER CONSULTATION MEETING – Return to School Office

Name: _____

Form: _____

I/We have received the invitation to the Year 7 Parent Consultation Meeting on Tuesday 10th February.

Signed: _____ (parent/carer)

Date: _____