

December 2017

Dear Parent/Carer

**Re: Year 12 Parents Consultation Evening – Tuesday 9<sup>th</sup> January 2018**

I write to remind you that the date of the Year 12 Parents' Evening is **Tuesday 9<sup>th</sup> January**, commencing at 3.30pm and ending at 6.15pm. This is a valuable opportunity for you and your son/daughter to discuss their progress with their subject specialist teachers. A schedule of rooming for the evening is attached.

I do hope that you will be able to attend. If for any reason you are not able make parents evening, please confirm this formally by signing and returning the reply slip at the foot of this letter, so that alternative arrangements for a meeting can be arranged.

Appointments can be made using the online booking system, please find the information regarding this system enclosed.

Yours faithfully

Mr M Colman  
Head of Sixth Form

.....  
**To: Mr M Colman – Head of Sixth Form**

Student's Name ..... Tutor Group .....

I am unable to attend the Sixth Form Parents Consultation Evening on Tuesday 9th January 2018.

Signature..... Date .....

Parent/Carer

T17-18sixth