

January 2018

Dear Parent/Carer

Re: Year 11 Parents' Evening

Please find enclosed your son/daughter's final Record of Achievement for his/her GCSE subjects. I hope you find it informative and helpful.

There will be a Parents' Evening for Year 11 parents/carers on Monday 29th January 2018 from 3.45 pm to 6.30 pm. This is an important occasion for Year 11 students at this stage of their examination courses and I hope that you can take the opportunity to meet with individual subject teachers to discuss your son/daughter's progress and decide what course of action is necessary to improve your son/daughter's grades.

All parents' evening appointments will be in the main building. Ushers will be available to help you find your way. **We would ask that you sign in at the front entrance upon arrival and write your initials against your name as you leave.**

Subject staff will be in the following areas:

- Hall:** Art, Drama, Music, Science, Maths, PE, Head of Year
- Gym:** ICT, Technology, Child Care, Hair and Beauty
- E9:** History
- H2:** Geography, Religious Studies
- H3:** French
- H4:** German
- Library:** English, Media Studies

Please find enclosed an information sheet explaining our online appointment booking system and a reply slip which should be returned promptly to your son/daughter's tutor.

Yours faithfully

Mr M Byles
Head of Year 11

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Reply Slip: **To be returned to tutor as soon as possible.**

Student's Name: Tutor Group:

I acknowledge receipt of my son/daughter's Record of Achievement.

Signed: Date:
Parent/Carer