



16 May 2018

Dear Parent(s)/Carer(s),

I am writing to inform you of our parents' evening date scheduled for Thursday 7 June 2018. This evening will give you the opportunity to book five minute appointments with your child's subject teachers to discuss their progress.

Due to the fact that staff teach a large proportion of the year group, it will be highly likely that you will not be able to see all of your child's subject teachers. Therefore, it will be important to prioritise which subjects you do want to see on this evening and ensure that your child makes an appointment with the specified teachers.

It will then be your child's responsibility to make individual appointments with the staff you wish to see. Your child will make appointment times in their planner but it is essential that you let your child know the times that you are available on the given date. If are not able to see a particular subject on this evening but you still wish to speak to that relevant member of staff then please just contact the school office.

The evening will run from 4pm – 7pm and therefore school will finish at 3.35pm on the

7 June 2018. The school bus will leave at 3.45pm. If you have appointments before 4pm and wish your child to remain in school and meet you here then please let their tutor know.

Yours faithfully,

Mrs. J. Brown
Head of School