

Our Ref: PGR/MTR/EW/y11parentseve

October 2011

Dear Parent/Carer

YEAR 11 PARENTS AND PUPILS CONSULTATION EVENING

A Consultation Evening for the parents/carers of Year 11 pupils will be held on **Thursday, 3 November 2011** between 4.00 pm and 7.00 pm in the school's **South Building**. We hope that you will attend this event with your child so that we can discuss the progress made to date and give us an opportunity to discuss your child's 'interim grades', which have recently been sent home.

To use the time available as effectively as possible, a system of consultation by appointment is in place. To book, please sign your child's planner on the appointment page also completing and returning the reply slip below or, alternatively, you can reply upon receiving your 'Schoolcomms' text, stating your child's name and form; or click reply on your e-mail, again stating your child's name and form. Your son/daughter should then take his/her planner to their subject teachers and arrange **five minute** appointments.

Staff will have full schedules for the evening and, unfortunately consultations without appointments will not be possible. Please ensure that your son/daughter makes the appointments you require in good time and that you remember to bring the planner with you as there is no copy. Please note, teaching staff will be arranged within subject groups in the South Hall, S31, S49 and South Gym.

The Careers Adviser will also be available should you wish to discuss issues regarding your son/daughter's future plans.

Parents are reminded that the main car park is situated to the right as you enter the main gates. Disabled spaces are clearly marked at the front of the building. Parents/carers are asked to park considerately and avoid parking on the grass or blocking drives, especially around the rear of South Building.

I look forward to seeing you on Thursday, 3 November 2011.

Yours sincerely



Mr P Gallagher
Joint Headteacher

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REPLY SLIP - YEAR 11 PARENTS AND PUPILS CONSULTATION EVENING

Please complete and return to your child's Form Tutor no later than Friday, 21 October 2011

Pupil's Name _____ Form _____

I have received the Year 11 Consultation Evening letter and *I/we will / *will not be attending.

**please delete as applicable*

(Please note, if you require a paper copy, your child can collect one from Pupil Point – South Building)

Signed _____ Date _____

Parent/Carer