

Our Ref: IEM/MJN/EW/y7parenteve11/12

December 2011

Dear Parent/Carer

YEAR 7 PARENTS AND PUPILS CONSULTATION EVENING

A Consultation Evening for the parents/carers of Year 7 pupils will be held on **Thursday, 8 December 2011** between 4.00 pm and 7.00 pm in the school's **South Building**. Following the success of the 'Year 7 Welcome Evening' earlier in the year, where you had an opportunity to discuss your child's transition with a member of the Year 7 team, it is hoped that you will be able to attend this event as it provides an opportunity for you to discuss the progress your child has made to date with subject teachers, and any areas that may need to be developed over the remainder of the year.

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.

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 8 December.

Yours sincerely

I Ellam

Mr I Ellam

Joint Headteacher

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REPLY SLIP - YEAR 7 PARENTS AND PUPILS CONSULTATION EVENING – Thursday, 8 December 2011

Please complete and return to your child's Form Tutor no later than Friday, 2 December 2011

Pupils Name _____ Form _____

I have received the Year 7 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