

23rd January 2020

Dear Parent(s)/Carer(s)

**Year 10 Parents' Evening – Tuesday 28<sup>th</sup> January 2020 – 4.30 p.m. – 7.00 p.m.**

We take pleasure in inviting you to come to school on Tuesday 28<sup>th</sup> January 2020, to meet members of staff who teach your child and to discuss their progress, potential and attainment.

Parents Evening will be held on the ground floor in the Dining Room, Sixth-Form Centre and EG classrooms between 4.30 p.m. and 7.00 p.m. Please sign in at the desk in Reception.

If students would like to come with parents/carers we shall be very pleased to see you together. Ideally we would like to see a representative from each family. If it is impossible for parents to attend, then we are asking students to come on their own behalf.

The evening will be organised by means of an appointment system. The appointment sheet is on page 20 of your child's planner and they should make appointments on your behalf to see the appropriate teachers. **It is essential that your child brings their planner to the Parents' Evening.** Please indicate on the page in the planner, if necessary, the time slot you would like your appointments for; i.e. 4.30 p.m. – 5.30 p.m. 5.00 p.m. – 6.00 p.m., 5.30 p.m. – 6.30 p.m., or 6.00 p.m. – 7.00 p.m.

If your child has not returned their work experience form, could you please ensure that this is returned to school as soon as possible.

We look forward to meeting you.

Yours sincerely



Dr J Bartlett  
Headteacher