

2<sup>nd</sup> November 2010

Dear Parent/Guardian

I have pleasure in inviting you to a Parents' Evening on **Thursday, 18<sup>th</sup> November**, to discuss with members of staff your daughter's work and general progress.

The evening will span from 5:00pm to 8:00pm and we ask that if you wish to meet with all subject staff, you arrive no later than 7:00pm. Your daughter will be making appointments on your behalf with her subject teachers and form tutor. I will address parents at 6:30pm for approximately 10 minutes.

To maintain a constant progression throughout the event, a bell will ring at five minute intervals to remind staff and parents of the need to draw discussions to a close.

If there is any matter on which you wish to consult me or Mrs Jones, the Head of Lower School, we will both be available during the evening.

It would help us to make suitable arrangements if you would kindly fill in the slip below and ask your daughter to return it to her form tutor by Friday, 12<sup>th</sup> November.

Yours sincerely

Mrs L A Robinson  
Headmistress

.....  
**Reply Slip**

Please return by Friday, 12<sup>th</sup> November 2010

**Year 8 Parents' Evening – Thursday 18<sup>th</sup> November 2010**

Daughter's Name ..... In form .....

**Delete as appropriate.**

I/We accept the invitation to Parents' Evening       **Yes**                       **No**

I/We would like to see our daughter's Form Tutor       **Yes**                       **No**

Signature of Parent/Guardian ..... Date .....