

November 2010

Dear Parent/Guardian

I have pleasure in inviting you to a Parents' Evening on **Tuesday, 7th December**, to discuss with members of staff your daughter's work and general progress. We believe it will be helpful to all concerned if your daughter is present at this evening and therefore, the invitation is extended for her to accompany you, if you and she wish it.

Subject teachers and your daughter's form tutor, will be in school from 6:00pm until 8:00pm. Your daughter will be able to make appointments for you to see them.

I hope that you will be free and able to take advantage of this opportunity of meeting the staff. If there is any matter you wish to discuss with either myself or Mrs Peppin, the Head of Sixth Form, we will both be available during the evening.

It would help us to make suitable arrangements if you would kindly fill in the reply slip below and ask your daughter to return it to her form tutor by Tuesday, 30th November.

Yours sincerely

Mrs L A Robinson
Headmistress

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Reply Slip

Please return by Tuesday, 30th November.

Upper Sixth Parents' Evening – Tuesday, 7th December 2010

Daughter's NameForm.....

Delete as appropriate

I/We shall/shall not be able to accept the invitation for Tuesday 7th December.

Signature of Parent/Guardian.....

Date.....