

October 2017

Dear Parent/Guardian

I have pleasure in inviting you to a Parents' Evening on **Monday, 13th 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. There will be an address for parents at 6:00pm 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, Assistant Headteacher KS3, 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 20th October.

Yours sincerely



Mrs L A Robinson
Headmistress

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Reply slip Please return by Friday 20th October

Year 8 Parents' Evening – Monday 13th November

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