

January 2018

Dear Parents

I have pleasure in inviting you to a Parents' Evening on **Tuesday 6th February** to discuss with members of staff your daughter's work, general progress and her performance in the recent mock GCSE examinations. 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 both wish.

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.

To maintain a constant progression throughout the evening, there will be a bell rung 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 Wadsworth, Assistant Headteacher KS4, Miss Tyndall (Deputy Head) or Mrs Miller (Director of Studies) we will all 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 26th January.

Yours sincerely



Mrs L A Robinson
Headmistress

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Reply Slip

Please return by Friday 26th January.

Year 11 Parents' Evening – Tuesday 6th February 2018

NAME

FORM

Please delete as appropriate.

I / We shall / shall not be able to accept the invitation for Tuesday 6th February 2018

Signature of Parent/Guardian Date