

January 2018

Dear Parents

Parents' and GCSE Choices' Evening

I have pleasure in inviting you and your daughter to a Parents' and GCSE Choices' Evening on **Tuesday 30th January**, to discuss with members of staff your daughter's work, general progress and GCSE choices.

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 a 15 minute presentation from 5.45pm to 6:00pm on the GCSE choices available.

To maintain a constant progression throughout the event, 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 Jones, Assistant Headteacher KS3, Miss Tyndall, the Deputy Head or Mrs Miller, Director of Studies, if you have specific option related queries, we will all 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 Friday 19th January. Given the timing of the evening, there is the opportunity for your daughter to remain in school between 4pm and 5pm. Should you wish her to remain in school, tea will be provided for her and she will not be allowed to leave the building during this time.

Yours sincerely



Mrs L A Robinson
Headmistress

Reply slip

Please return by Friday 19th January

Year 9 Parents' and GCSE Choices' Evening – Tuesday 30th January

Daughter's NameForm

Delete as appropriate

I/We shall/shall not be able to accept the invitation for Tuesday 30th January

I wish / I do not wish my daughter to remain in school for tea between 4pm and 5pm

Please note, your daughter will NOT be allowed out of school during this time and will be given refreshments

Signature of Parent/Guardian..... Date