

February 2018

Dear Parent/Guardian

I have pleasure in inviting you to a Parents' Evening on **Monday, 26th February**, 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 5:00pm until 7:00pm. 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 Mr Lawell, Assistant Headteacher KS5, 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 Friday, 9th February.

Yours sincerely



Mrs L A Robinson
Headmistress

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Reply slip Please return by Friday 9th February

Lower Sixth Parents' Evening – Monday 26th February

Daughter's NameForm.....

Delete as appropriate

I/We shall/shall not be able to accept the invitation for **Monday 26th February**.

Signature of Parent/Guardian.....

Date.....