

Our Ref: 018 14

28<sup>th</sup> January 2014

Dear Parent/Carer

**YEAR 7 PARENT CONSULTATION MEETING – Tuesday 11<sup>th</sup> February 2014**

As you are aware and as published on the School Calendar, the Parents' Meeting for students in Year 7 will be held on Tuesday 11<sup>th</sup> February from 3.45 – 6.45 p.m. and we invite your son to be present with you at this discussion of his work and progress with members of staff.

Disabled students and parents are welcome at our school. Should you or your son require special arrangements to be made to enable you to access the Evening, please contact your son's Head of Year, Mr Lightfoot; we will do whatever we reasonably can to help.

Your son should attend in his normal uniform. If your son is unable to get home and return with parents because of the time factor, he may remain in school until you arrive. He must not however wait in the entrance hall. Please make arrangements to meet your son.

Students can make appointments in lessons with those teachers you wish to see – please see list overleaf. Your son will record these appointments on the Parent Consultation Teacher Appointment Sheet in his Student Planner (Page 47). On this important occasion it is essential that Parents and students make themselves available for about 2 hours and try not to crowd all their appointments into a 30 or 45 minute period.

**Staff have been asked to limit discussion time to 5 minutes and we seek your co-operation in order to avoid long delays for other parents.**

We hope that all parents will have completed their appointments by 6.45 p.m, when a bell will ring to signal the end of the consultation evening.

Parental attendance at the consultations is excellent, normally, 96/97% and we hope to maintain, if not better, these figures in years to come. However, if you are unable to attend the meeting, and are worried about your son's progress, please do not hesitate to contact Mrs Hart, Head of Year, at any time. In the meantime please sign and return the reply slip below to the school office as soon as possible.

Yours sincerely



**Mr S Brierley**  
**Principal**

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**REPLY SLIP – YEAR 7 PARENT/CARER CONSULTATION MEETING – Return to School Office**

Name: \_\_\_\_\_

Form: \_\_\_\_\_

I/We have received the invitation to the Year 7 Parent Consultation Meeting on Tuesday 11<sup>th</sup> February.

Signed: \_\_\_\_\_(parent/carers)

Date: \_\_\_\_\_