

Our Ref: 017/17

7<sup>th</sup> March 2017

Dear Parent/Carer

**YEAR 11 PARENT CONSULTATION MEETING – THURSDAY 16<sup>TH</sup> MARCH 2017**

The Parents' Meeting for students in Year 11 will be held on Thursday 16<sup>th</sup> March 2017 from 3.45 – 6.45 p.m. and we invite your son to be present with you (in full school uniform) 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, Mrs Wyke; we will do whatever we reasonably can to help.

Students can make appointments in lessons with those teachers you wish to see. Your son will record these appointments on the Parent Consultation Teacher Appointment Sheet in his Student Planner. We generally find it helpful if parents and students can make themselves available for about 2 hours, and we would also strongly recommend spacing the appointments out (and not compressing them into a 45-minute period).

**Staff have been asked to limit discussion time to 5 minutes and we seek your co-operation in this matter in order to avoid delays for other parents.** Please do adhere to the allocated appointment time with your son's subject teachers as far as possible. Should you need more time for specific queries, arrangements can be made for you to come into school at an alternative time – please leave your details with a member of staff at the front desk.

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 over 96%) 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 Wyke at any time. In the meantime please sign and return the reply slip below to the school office tomorrow.

Yours sincerely



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

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**REPLY SLIP – YEAR 11 PARENT/CARER CONSULTATION MEETING – Return to School Office**

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

I/We have received the invitation to the Year 11 Parent Consultation Meeting on Thursday 16<sup>th</sup> March 2017.

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