February 2016

Dear Parents/Carers,

Re: Year 7 Parents’ Evening

The Year 7 Parents’ Evening will be held on Wednesday 2nd March from 3.30pm to 6.30pm. This will be an opportunity for you to meet with subject teachers to discuss your child’s progress, strengths and areas of concern. Staff will be situated in the main hall and in classrooms, and a plan will be available on the evening to help you locate them.

Please can I remind you that this meeting is for parents/carers only. May I also ask that, for safety reasons, you delay arriving at school until 3.15pm so that the entrance will be clear of students leaving the site. On arrival we would appreciate you signing in on the lists in the foyer.

Your son/daughter will use an appointment sheet and must approach their subject teachers to book an approximate appointment time (duration 5 minutes). In order for the evening to run smoothly please adhere to the timings as closely as possible to avoid delays for others. If you feel you need more time for discussion please do contact the appropriate teacher via email or telephone for an appointment on another occasion.

Mrs Bowen Jones (Assistant Head) and Miss Swales (Head of Lower School) will be situated in the main hall, together with Mr Joyce (Pastoral Manager), and will be available to discuss specific matters affecting students’ general progress and welfare. Other members of the leadership team will also be available in a general consultative role.

Thank you for your ongoing support, and we look forward to seeing you on the 2nd March.

Yours sincerely,

Marc Belli
Headteacher