1st March 2018

Dear Parent(s)/Carer(s),

Re: Year 10 Parents’ Evening

The Year 10 Parents’ Evening will be held on **Wednesday 14th 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 may I 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. Please arrange to meet your child somewhere other than the foyer as this area does become very congested.

Your child 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.

We feel that Year 10 students can take a constructive part in any discussion about their work and progress and should only be asked to leave the meeting if something of a confidential nature is to be discussed. I would ask that they remain with you during the whole evening and not be allowed to congregate in friendship groups.

Miss Calcaterra (Head of Year 10) will be situated in the main hall 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 14th March.

Yours sincerely,

June Bowen Jones
Assistant Head