

14 November 2018

Dear Parent/Guardian

**Year 11 Parents Evening - Wednesday, 28 November 2018**

We have pleasure in inviting you to a parents evening for Year 11 pupils on Wednesday, 28 November from 4pm to 7pm to discuss your child's progress.

It is very important that you attend this evening to discuss your child's recent pre-public examinations (mocks), attitude and behaviour for learning. Subject teachers will be there to provide advice regarding how best to support your child as they enter their final months with us and as they approach their final exams. It is imperative that your child attends with you, in full school uniform.

Your child has been given an appointment sheet to book discussion time with all of their teachers and we would ask that you monitor its completion in the forthcoming week.

Please acknowledge receipt of this letter and provide an indication of your intention by completing the reply slip below and returning it to your child's form tutor.

We look forward to seeing you and appreciate your continued support in ensuring your child maximises their potential.

Yours sincerely



**Mr N Gee**  
**Assistant Headteacher**

**REPLY SLIP: YEAR 11 PARENTS EVENING – 28 NOVEMBER** (Return to form tutor by Fri, 23 Nov)

Name of pupil: \_\_\_\_\_ Form: \_\_\_\_\_

I/we will be attending the Year 11 Parents Evening.

Or

I/we will **not** be attending the Year 11 Parents Evening and require a telephone call to arrange a meeting. The best telephone number to call me on is .....

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

Print Name (Parent/Guardian): \_\_\_\_\_

