



February 2016

Dear Parent/Carer

Year 10 Subject Evening: 5.00 - 7.30pm, Thursday 3 March.

We would like to invite you to the annual Parents Evening, taking place on Thursday 3 March. This will give you the opportunity to meet with your child's subject teachers, to discuss progress so far, and any areas of concern.

As this will be the last formal consultation before the Year 11 Exams we would encourage all parents and carers to come and be involved.

We are continuing to use the on-line booking system to make the appointments which enables you to select suitable times for you and your son/daughter. The on-line booking process will be opened to all parents of Year 10 students from 9am Wednesday 24 February and will close on 3 March at Midday.

Please use the instructions on the next page to access the system. **Please ensure that you enter your child's register class when logging on as 10PU, 10EV, 10TW, 10RT and 10CAH.**

If you are unable to access or use the on-line system, please ask your son/daughter to contact the School Admin Office with the name(s) of the teachers you would like to see and your preferred time slot. Alternatively, please contact the Administration Team at the school on 01480 374748.

We would be grateful if you could complete the slip below acknowledging receipt of this letter and return it to your child's Personal Tutor.

We look forward to meeting you on the evening of Thursday 3 March.

Yours faithfully

Mr D Roughley
Lead Deputy Headteacher

Reply Slip: Please return to your child's Personal Tutor

I/We have received the Year 10 Parents Evening letter.

Name of Student..... Tutor Group.....

Signed Parent/Carer..... Date

