



5 January 2015

Dear Parent/Carer

**Year 11 Subject Evening: 5.00 - 7.30pm, Tuesday 12 January 2016**

We would like to invite you to the annual Parents' Evening, taking place on Tuesday 12 January. 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 system will be opened to all parents of Year 11 students from Wednesday 6 January and will close on Tuesday 12 January 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 11AT, 11BC, 11CB, 11EM or 11GR.**

If you are unable to access or use the on-line system, please ask your son/daughter to contact Miss Cooper in Admin 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 the 12 January 2016.

Yours faithfully

Mr D Roughley  
Lead Deputy Headteacher

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

I/We have received the Year 11 Parents Evening letter.

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

Signed Parent/Carer..... Date



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