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DW/NC/10th January 2020

Dear Parent/Guardian

**Year 7 Parents' Evening – Thursday 23rd January 2020 – 5.30pm – 8.00pm**

On this evening you have the chance to meet your child's subject teachers. Your child has been given a timetable to complete for the evening. On the reverse of the timetable there is a box where you can indicate those teachers you would most like to see. It is not always possible to fit everyone in but we will try our best. Appointments should have a 5-minute gap between them. Appointments have occasionally overrun with previous years so we will be trying very hard to stick to the 5-minute appointment slot so that all parents get their fair share of time with a teacher. Appointments will take place in the Kershaw building. Please make your way directly there and sign in at the desk when you arrive.

We hope you would help us by preparing for your appointments with specific questions you wish to ask. Please turn up at your appointments on time and try to ask your questions within the 5 minute allocated period. Please do not be offended if the teacher draws the meeting to a close at the end of 5 minutes but do feel free to contact the teacher if all your points have not been covered. There are inevitably 'gaps' between appointments.

Please bring your appointment sheet with you on the evening. We would very much like to see your daughter/son attending with you.

Please complete the slip below and return it to your child's form tutor **by Monday 20th January 2020** to confirm your attendance.

If you have any questions, please contact me. We look forward to seeing you.

Yours faithfully

Ms D Walker  
House Support Manager

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Name of Student: \_\_\_\_\_ Form: \_\_\_\_\_ House: \_\_\_\_\_

We will/will not be attending the Year 7 Parents' Evening on Thursday 23rd January 2020

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

**PLEASE RETURN TO YOUR CHILD'S FORM TUTOR BY Monday 20th January 2020**

*Sending every young person into the world able and qualified*