

23<sup>rd</sup> January 2012

Dear Parent/Guardian

**Year 11 Parents Consultation – Monday 6<sup>th</sup> February 2012**

I am writing to invite you to attend the parent's consultation for parents of Year 11 pupils. This will take place in the Elgar Building on Monday 6<sup>th</sup> February. Staff will be available between 3.30 and 6.00 p.m. to discuss with you the progress of your son/daughter. We consider these meetings very important and hope that you will be able to attend.

We shall be using the appointments system. Your son/daughter should approach the members of staff who teach him/her and make an appropriate appointment with them, using the grid in their planner. Unfortunately we have to limit interviews to five minutes each. It will make the evening run more smoothly if pupils ensure that, wherever possible, there is at least a five minute gap between interview times to allow parents time to move from one member of staff to the next.

During the evening staff will be available from the Sixth Form centre to talk to students regarding opportunities in the Sixth Form.

May I remind you that there is insufficient parking space around the main school buildings. There is ample parking on the tennis courts, situated between the two school buildings off the main drive.

Please sign the slip to indicate your intention and return it to your son/daughter's form teacher.

Yours sincerely,

Mr P Campion  
Year 11 Student Progress Leader

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**REPLY SLIP (please return by Friday 3<sup>rd</sup> February 2012 to your son/daughter's form tutor)**

PUPIL'S NAME \_\_\_\_\_ FORM \_\_\_\_\_

- \*I will be attending the parent's consultation on the 6<sup>th</sup> February 2012
- \*I will be unable to attend the parent's consultation on the 6<sup>th</sup> February 2012

*\*Please delete as applicable*

Signed: ..... Parent/Guardian  
Date: .....