

25th January 2010

Dear Parent/Guardian

Year 9 Parents Consultation – Monday 8th February 2010

I am writing to invite you to attend the evening for parents of Year 9 pupils. This will take place in the Elgar Building on Monday 8th 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 provided.

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.

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.

I look forward to meeting you.

Yours sincerely,

Mrs E Thompson
Year 9 Student Progress Leader

P Shimwell
Year 9 Student Progress Leader

<u>SUBJECT</u>	<u>MEMBER OF STAFF</u>	<u>TIME OF INTERVIEW</u>
1 Form Tutor		
2 English/Literacy		
3 Mathematics		
4 Science		
5 History		
6 Geography		
7 French		
8 Modern Foreign Language		
9 Art		
10 Music		
11 Religious Studies		
12 Technology		
13 Physical Education		
14 IT		

 REPLY SLIP (**please return by Friday 5th February to your son/daughter's form tutor**)

PUPIL'S NAME _____ FORM _____

*I will be attending the parents consultation on the 8th February 2010

*I will be unable to attend the parents consultation on the 8th February 2010

**Please delete as applicable*

Signed: Parent/Guardian

Date: