

14<sup>th</sup> January 2019

Dear Parent/Carer,

**Year 8 Parents' Evening – Monday 28<sup>th</sup> January 2019**

I would like to take this opportunity to invite you to our Year 8 Parents' Evening, which will be held on Monday 28<sup>th</sup> January 2019. This event will take place in the Elgar Building, from 4:30 pm-7:00 pm. This is a subject based Parents' Evening and as such will offer the opportunity to speak to your son/daughter's teachers on an individual basis.

Appointments with teachers can be made through our online booking system. The system is accessed via the link in the "Parent Information" section of our website or by going to <http://web.bournville.bham.sch.uk/parentseveningbooking/>. Should you not have access to the internet, your child's teachers can still book appointments for them. Unfortunately, we have to limit interviews with teachers to five minutes each. I would be most grateful if, wherever possible, there is at least a five minute gap between interview times to allow the evening to run more smoothly.

Staff will inform you where your child is in terms of their current performance and what they need to do in order to reach, or exceed, their targets. As such, your attendance along with your son/daughter is imperative.

On arrival, please sign in at the main reception which will be the sole entrance to the school in order to keep the site safe. This reception area can only be accessed through the new car park. Please be advised that there is ample parking on this car park, situated off Hay Green Lane.

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,

**Miss B Trilloe**  
**Head of Year 8**

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REPLY SLIP (**please return by Friday 25<sup>th</sup> January 2019 to your son/daughter's form tutor**)

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

**\*I will be attending** the parents' evening on 28<sup>th</sup> January 2019

**\*I will be unable to attend** the parents' evening on 28<sup>th</sup> January 2019

*\*Please delete as applicable*

Signed: ..... Parent/Carer

Date: .....