

MEV/LCY/HCL

25 February 2020

Dear Parent/Guardian

**YEAR 12 PARENTS' EVENING – THURSDAY 12 MARCH 2020**

You are invited to a Parents' Evening on Thursday 12 March, at which you will have the opportunity to discuss student progress with the relevant teachers.

Appointments are limited to five minutes, however if there are specific concerns that you wish to raise in advance of this Parents' Evening please feel free to telephone the school for a pre-emptive discussion with the Subject Teacher. If issues are raised at the meeting that you would like to discuss further you will have the opportunity to arrange follow up meetings.

Information will also be available about upcoming events on Post 18 choices including our 'Employment & Opportunities Evening'. The School Careers Officer will also be in attendance to answer any questions you may have on career opportunities during the evening.

Staff will be present from 5pm until 8pm.

If you are driving to the school can I ask you to avoid parking in the adjacent roads and to use the school car park opposite The Cripps Hall.

Please complete and return the reply slip below to the relevant Form Tutor as soon as possible. Thank you for your assistance in this matter. I do hope that you can join us.

Yours faithfully



Mr M Evans  
Y12 Team Director (H-L)



Mrs L Checkely  
Y12 Team Director (P-T)

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**Reply Slip to Form Tutor**

I have received the letter concerning Year 12 Parents' Evening on Thursday 12 March. I/We\* will/will not\* be able to attend.

Pupil's Name: \_\_\_\_\_ Form: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian  
(\*Delete as necessary)

Appointment Sheet

Name.....

Form:.....

TIME	TEACHER	SUBJECT
5.00 pm		
5.05		
5.10		
5.15		
5.25		
5.30		
5.35		
5.40		
5.50		
5.55		
6.00		
6.05		
6.15		
6.20		
6.25		
6.30		
6.40		
6.45		
6.50		
6.55		
7.05		
7.10		
7.15		
7.20		
7.30		
7.35		
7.40		
7.45		
7.55		

Your son/daughter has made the above appointments for you to meet his/her teachers. The appointment system can only work effectively if both parents and teachers keep to the time shown. If you need more time to discuss a specific problem, please make an arrangement to meet the teacher concerned at another time.