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CNm/MTp

October 2018

Dear Parent/Carer

**Year 7 Parents' Evening – Thursday 18<sup>th</sup> October 2018**

I would like to take this opportunity to invite you to attend the Year 7 Parents' Evening which will be held on the evening of **Thursday 18<sup>th</sup> October 2018** and will commence at 4.30pm and finish at 7.30pm.

I cannot stress enough, the importance of clear communication between subject teachers and parents or carers; it is an invaluable opportunity for you to discuss the progress that your child is making and to seek advice about how you can support them in achieving their full potential.

As this is the first opportunity for you to meet your son/daughter's teachers, it is vital that **all** parents/carers attend to receive information and advice from subject teachers about the progress your son/daughter has made.

Pupils whose behaviour has been identified as a concern, may also be required to attend an appointment with the pastoral team. These appointments will be arranged upon arrival.

**Please make sure that...**

1. Your son or daughter knows what time you are able to attend.
2. He/she is making appointments with all of the necessary teachers – These can be recorded at the front of the student planner.
3. He/she **leaves 5 minutes between appointments** to allow you time to move between teachers.
4. **Your reply slip is vitally important to us in planning how we can support you. Please make sure it is returned to form tutors no later than **Friday 12<sup>th</sup> October 2018**.**

In addition, there will be two short presentations being delivered around Mindset and the positive impact this has on students. Times and venue will be displayed on the evening.

I thank you again for your continuing support with Year 7.

Yours faithfully

**Miss C Needham**  
**Deputy Director of KS3 – Head of Year 7**

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**Please return this Reply Slip to the Form Tutor no later than Friday 12<sup>th</sup> October 2018.**  
**(Year 7 Parents' Evening)**

**Name of Student:** ..... **Form:** .....

**I will / will not be attending the Parents' Evening on Thursday 18<sup>th</sup> October 2018.**  
*(Please delete appropriately).*

**Signed** ..... **Parent/Carer** **Date:** .....