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DPI/MTp

October 2018

Dear Parent/Carer

**Year 8 Parents' Evening – Thursday 29<sup>th</sup> November 2018**

I would like to take this opportunity to invite you to attend the Year 8 Parents' Evening which will be held on the evening of **Thursday 29<sup>th</sup> November 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** by **Friday 23<sup>rd</sup> November 2018**.

Yours faithfully

Mr D Paul Deputy Director of KS3 – Head of Year 8

✂ .....

**Reply Slip.** Please return to Form Tutors by **Friday 23<sup>rd</sup> November 2018 (Year 8 Parents' Evening)**.

**Students Name:** ..... **Form:** .....

**I will / will not be** attending the Parents' Evening on **Thursday 29<sup>th</sup> November 2018**.

*(Please delete appropriately).*

I hope to attend between ..... pm and ..... pm

**Parent/Carer:** ..... (Please sign) **Date:** .....