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JWb/CCt

December 2018

Dear Parent/Carer

**Year 11 Parents' Evening – Thursday 17<sup>th</sup> January 2019**

I would like to take this opportunity to invite you to attend the Year 11 Parents' Evening which will be held on the evening of **Thursday 17<sup>th</sup> January 2019** 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.

In addition to appointments with subject teachers, there will also be an opportunity to speak to members of other school support teams. Whilst these staff do not usually require an appointment time, it would be helpful if you could indicate whether you would like to meet with them on the evening by completing the reply slip below.

**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 – The appointments can be recorded on pages 40 and 41 in 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 11<sup>th</sup> January 2019**.

Please be aware that there are limited parking spaces at Rodillian, we would ask that you please refrain from parking in the disabled parking spaces and the parent and child parking spaces in front of the Children's centre. Should you require access to either of these areas, you will be required to show a Blue Badge parking permit or a Children's centre pass to park temporarily in the parent and toddler area.

Yours faithfully

**Mr J Webb**  
**Deputy Director of KS4 – Head of Year 11**

✂ .....

**Reply Slip: Please return to FORM TUTOR no later than Friday 11<sup>th</sup> January 2019.**

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

**I will / will not** be attending the Year 11 Parents' Evening on **Thursday 17<sup>th</sup> January 2019** (*Please delete appropriately*).

I would also like the opportunity to speak to staff from the following support teams (please indicate):

The S.E.N. team       The Attendance Team       Head of Year

I hope to attend between \_\_\_\_: \_\_\_\_ pm and \_\_\_\_: \_\_\_\_ pm

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