

17<sup>th</sup> January 2020

Dear Families

**Re: Parents' / Carers' Evening for Year 7 – Tuesday 4th February 2020**

The Year 7 Parents' / Carers' Evening will take place between 5pm and 7.30pm. This provides a key opportunity for you to discuss your child's progress with their subject teachers.

All teachers will be in the new hall sat in subject areas. A sign will be displayed in the entrance lobby showing the location of the teachers attending along with a list of teachers who are absent. Access to the new hall can be gained through the school main reception.

Your child will be given an appointment sheet for them to arrange appointments with their teachers during lesson time. We would be grateful if you could remind them to do so at home and to remember to bring the appointment sheet on the night.

As a reminder, with discussions limited to three or four minutes, it is not possible to explore and resolve any major concerns you might have. In this instance, please contact your child's tutor to arrange a separate meeting.

There will be a sign in sheet at the entrance along with some questionnaires. We would be very grateful if you could complete one of these, as it is extremely important to us to hear the views of our families.

Refreshments will be available to purchase.

I very much look forward to seeing you there.

Yours sincerely



Krissi Carter  
Principal