



Dear Parents/Carers,

**YEAR 13 Progress Evening for Parents/Carers and Students
Tuesday 6th November 2018**

There will be a meeting for parents/carers and students of Year 12 on Tuesday 6th November 2018, from 4:00pm to 6:00pm, to enable discussion of your son/daughter's progress with subject staff. We expect all students to attend the meeting with their parents/carers.

These meetings are an important way to help students make progress. To make the best use of time, we offer parents/carers timed appointments. Your son/daughter has been provided with an appointment sheet which they can record allocated appointment with subject teachers. The appointments given are of five minutes duration and we ask your co-operation in keeping to the arranged times. It may, of course, appear that a much longer and deeper interview is necessary because of a particularly worrying problem. In such cases alternative arrangements should be made at a mutually convenient time.

Yours sincerely,

Mrs Elaine Delahunt

Head of College

Please return this reply slip to reception by Monday 5th November 2018

Student's Name:

*I/We shall be able / unable to attend the Year 12 Progress Evening on Tuesday 6th November.

Parent Signature: _____ Date: _____