



Dear Parents/Carers,

**YEAR 11 Progress Evening for Parents/Carers and Students
Tuesday 18th December 2018**

There will be a meeting for parents/carers and students of Year 11 on Tuesday 18th December 2018, from 4:00pm to 6:00pm. The purpose of the evening is to allow you to discuss your son/daughter's progress with teaching staff. We expect all students to attend the meeting with their parents/carers.

These meetings are an extremely important and support 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 on which they can record allocated appointment with their subject teachers. The appointments given are of five minutes duration and we ask your co-operation in keeping to the arranged times.

Yours sincerely,

Mrs Elaine Delahunt

Head of College

Please return this reply slip to reception by Friday 14th December 2018.

Student's Name:

*I/We shall be able / unable to attend the Year 11 Progress Evening on Tuesday 18th December 2018.

Parent Signature: _____ Date: _____