

**6<sup>th</sup> March 2018**

Dear Parent/Carer

**Parents' Evening Thursday 22<sup>nd</sup> March 2018**

On Thursday 22<sup>nd</sup> March you will have the opportunity to attend Parents' Evening. This is one of three being held throughout the year. You should not feel obliged to attend all Parents' Evenings, we are trying to make them more effective, allowing teachers and parents the opportunity to address specific issues and concerns. However, you should request an appointment if you have concerns either general or specifically about your child's progress in any subject.

Please find enclosed an appointment sheet where you can select a preferred time block. Your child should then take this appointment sheet to each of the subject teachers you would like to see so they can confirm an appointment time for you. We will endeavour to accommodate your preferences, however, this may not always be possible. If you have more than one child at the Academy and are struggling with appointments please contact me at the school.

Student progress reports will be sent electronically, via e-mail, from this half term. If we do not already have your e-mail address can you please complete the slip below and return to student reception by Friday 16<sup>th</sup> March. We will still send out paper copies to parents with no e-mail address.

Yours faithfully

*Mr D Hewitt*

Mr D Hewitt  
Vice Principal

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Please return this reply slip to school reception by Friday 16<sup>th</sup> March.

Name of Student: ..... Form: .....

E-mail address: .....

## Appointment Sheet for Parents' Evening

Please select your preferred time block, then your child should take this appointment sheet to each of his/her subject teachers individually so they can confirm an appointment time for you. We will endeavour to accommodate your preferred time block and the teachers you would like to see, however, this may not always be possible.

<b>Time Block 1</b> <b>4.00 pm – 5.30 pm</b>

<b>Time Block 2</b> <b>5.30 pm – 7.00 pm</b>

<b>Name and Form Group of Student</b>

Time	Subject	Subject Teacher
4.00		
4.05		
4.10		
4.15		
4.20		
4.25		
4.30		
4.35		
4.40		
4.45		
5.50		
4.55		
5.00		
5.05		
5.10		
5.15		
5.20		
5.25		
5.30		
5.35		
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5.45		
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6.40		
6.45		
6.50		
6.55		