

6th March 2018

Dear Parent/Carer

Parents' Evening Thursday 22nd March 2018

On Thursday 22nd 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 16th 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 16th 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.

Time Block 1 4.00 pm – 5.30 pm

Time Block 2 5.30 pm – 7.00 pm

Name and Form Group of Student

Time	Subject	Subject Teacher
4.00		
4.05		
4.10		
4.15		
4.20		
4.25		
4.30		
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