



30th January 2017

Dear Parents/Carers

As you are already aware from our school calendar you will have an opportunity to meet with your son's/daughter's teachers to discuss their progress on:

Wednesday, 8th February 2017 between 16.00-19.00hrs

All Sixth Form teachers will be present to discuss the current progress of your son/daughter. As usual, students are encouraged to attend with you.

An appointment system will be in operation and students have an appointment sheet in their school diaries to book a time with their subject teachers, tutors or sixth form leadership team if necessary. It is the responsibility of the students to make your appointments. Some staff may request an appointment with you, and these will be indicated on the appointment sheet. This consultation is an opportunity to talk to subject teachers about any areas of concern.

This consultation evening will be very busy so interviews with subject staff will have to be limited to 10 minutes and we thank you in advance for your co-operation in this matter. If a longer consultation is required, an alternative appointment may need to be made. It is highly recommended that you leave 5 minutes between appointments to allow movement between rooms.

Please come to the Welcome Desk at the School Reception when you arrive to sign in and to receive a leaflet detailing the arrangements of the consultation. Your son's/daughter's Sixth Form Progress Report will also be issued to you on the evening.

Yours sincerely

Mrs Catherine Murphy-Parry
Head of Sixth Form