



7<sup>th</sup> December 2017

Dear Parents/Carers

I am writing with regards to the forthcoming Year 11 Parent Consultation Evening on **Thursday 11<sup>th</sup> January 2017, between 4pm and 7pm**. We have started the appointment booking process, to allow the students enough time to book the appointments with their subject teachers. 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 card. This consultation is an opportunity to talk to subject teachers about any areas of concern. **The appointment card can be found at the front of your son/daughter's diary.**

This consultation evening will be very busy for staff and so interviews with subject staff will have to be limited to 5 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.

Yours sincerely

*Miss K Hodder*

Miss K Hodder  
Year Leader