



25<sup>th</sup> March 2015

Dear Parents/Carers,

**RE: Year 9 Parents' Evening Wednesday 29<sup>th</sup> April 2015**

I would like to invite you and your child to attend the Year 9 Parents' Evening on Wednesday 29<sup>th</sup> April 2015 from 4:30pm to 7:00pm.

In your child's planner is an appointment form to enable them to book a time with those subject tutors you wish to see at the Parents' Evening. To reduce overcrowding, particularly in the car park, can you please ensure the appointments are, as far as possible, within a one hour time span. Although the tutors try to keep to the appointments, unfortunately, for various reasons this may not always be the case. To help the process I would like to suggest a five minute break at some point to allow for any delays.

If it becomes impossible to see some members of staff please feel free to contact your child's Form Tutor to arrange an appointment at a later date.

Can you please complete the attached reply slip, ensuring it is returned to your child's Form Tutor by Monday 20<sup>th</sup> April so that we know you have received the information on Parents' Evening?

Yours faithfully,

Steve King  
Assistant Headteacher

Year 9 Parents' Evening  
Reply Slip

I/We will/ will not be able to attend Year 9 Parents' Evening

Signed \_\_\_\_\_

Student's name \_\_\_\_\_ Form \_\_\_\_\_

Please return to your child's Form Tutor by Monday 20<sup>th</sup> April 2015

