



Dear Parent / Carer

YEAR 7 PROGRESS MEETING

A Progress Meeting for the parents/carers of Year 7 pupils will be held in the Great Hall and Community Hall on **Thursday 27th April 2017** between **4.30** and **7.00pm**.

We hope that you will take this opportunity to discuss progress with members of staff who actually teach your child. Senior staff will be present to deal with any questions of a more general nature, but of course we cannot discuss academic progress unless we actually teach your child.

The evening will be conducted on an appointment basis. In your child's planner (page 7) is an appointment sheet listing the times available. At the bottom of this sheet is a section for you to sign indicating whether you will/will not be attending the parents' evening. I would be grateful if you could complete this as it allows tutors to see that you have been informed of the evening.

If you will be attending can you please indicate your preferred time slot at the bottom of the planner page (please be as flexible as you can). Although staff will do their best to give you an appointment within this time period, it cannot be guaranteed.

Your child will see his/her teachers and will be given appointment times by them. Appointments last for 5 minutes. It is a good idea to allow a 5 minute gap between appointments to ensure that the evening runs to schedule.

Your child will be able to make appointments from Monday 27th March 2017. We would like to insist that students accompany / chaperone their parents and listen to the feedback given. Mrs Abrahams, Headteacher, will be available to talk to parents throughout the evening. Progress Leaders from each mini school will be available for questions. An appointment is advisable as they will also be seeing parents of those pupils that they teach.

The Careers Service will also be in attendance on the evening, no appointment will be necessary.

Yours faithfully

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Headteacher

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