



November 2018

Dear Parent / Carer

## YEAR 10 PROGRESS MEETING

A Progress Meeting for the parents/carers of Year 10 pupils will be held in the Great Hall and Community Hall on **Thursday 6<sup>th</sup> December 2018** 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 parent's 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 time 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 and on the evening we would like all Yr 10 students to attend to chaperone you to relevant staff. It is important for students to hear the message as it is delivered.

Your child will be able to make appointments from 26<sup>th</sup> November 2018.

Mrs Abrahams, Headteacher, will be available to talk to parents throughout the evening.

Mr Barker, Assistant Head KS4 will be available for questions. An appointment is advisable as he will also be seeing parents of those pupils he teaches.

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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