30th November 2018

Dear Parent / Carer

**Year 13 Parents’ Evening: Wednesday 12th December, 4.00-6.30pm**

I am writing to invite you to Year 13 Parents’ Evening. This is an important opportunity for you to meet your son or daughter’s subject teachers and to discuss their progress as they approach their final two terms in school.

Subject teachers will be making appointments with students over the next two weeks. Your child will be given an appointment sheet to arrange appointments with their teachers, similar to that shown overleaf. Your child cannot attend the appointment alone. They MUST be with a parent, carer, adult sibling or adult relation.

Please complete the reply slip below to indicate that you will be attending Parents’ Evening. Your son or daughter must return the reply slip to their form tutor. There is an expectation that parents will attend this important event and also collect a copy of your child’s progress report at the event.

Yours faithfully,

Miss C. Miller

Assistant Headteacher

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**Reply slip – please give to your form tutor by 11/12/18**

**Year 13 Parents’ Evening: Wednesday 12th December, 4.00-6.30pm**

Name of student: …………………………………………………………………….Form: ………………………….......

I will be attending Parents’ Evening with my son / daughter.

Signed: …………………………………………….

Relationship to the student: …………………………………