

6th January 2020

Dear Parents/Carers

PARENTS' CONSULTATION EVENING – WEDNESDAY 29th JANUARY 2020

We are holding our second Parents' Consultation Evening this year on Wednesday 29th January 2020. Can I emphasise that the objective of our Consultation Evenings is to provide an opportunity for staff and parents to meet to discuss any urgent matters or particular issues. These are held in addition to our normal pattern of parents' evenings and are not intended for general updates on student progress, but to focus on matters of concern. General progress reports are available three times a year; there is also the opportunity to discuss general issues at the normal parents' evenings for each year group.

Staff will be available from 3.30 p.m. to 5.00 p.m. If you have a preferred time slot, please indicate on the slip below and we will do our very best to accommodate you. Senior staff are also available for parents who wish to raise general issues. If you wish to make an appointment to see a member of staff, please complete the slip at the bottom of this letter and return it to Theresa Whatley, Head's PA by Wednesday 22nd January 2020. This will enable us to arrange a schedule for the evening. Unfortunately, requests received after this time will have to be held over until the next Parents' Consultation Evening.

To ensure that there is adequate time for parents and staff to have in-depth discussions; appointments will be arranged at 10-minute intervals. Therefore, could I ask that you request to see no more than 3 members of staff at this particular evening. It would be helpful if you could indicate on your response the specific reason for wishing to see a particular teacher. This will help the teacher if information is required. If there are staff who would like to discuss your son's/daughter's progress with you, we will contact you to make an appointment.

Yours sincerely

Tom Beveridge
Headteacher

.....
Please arrange appointments with the following staff at the Parents' Consultation Evening on Wednesday 29th January 2020. (Please note that ALL appointments are for matters requiring urgent discussion and not general progress).

Teacher	Student	Tutor Group	Reason for appointment

Preferred time slot:

3.30 – 3.50 3.55 – 4.15 4.20 – 4.40 4.45 – 5.00
Anytime between 3.30 – 5.00

Signed Date
Parent/Carer

PLEASE PRINT NAME

Please return this slip to Theresa Whatley, Head's PA by Wednesday 22nd January 2020