

January 2018

Dear Parent/Carer

Year 11 Subject Consultation Evening – Tuesday 16 January 2018

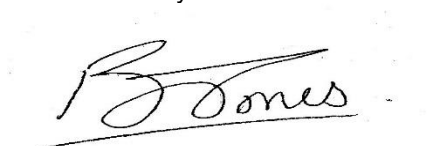
I am inviting you to attend the consultation evening where you will have the opportunity to meet your son/daughter's subject teachers. We expect that students will attend and take an active part in the discussion. It would be helpful if they could bring their student planner along with them so they can record any targets made during the meetings.

I would like to encourage you to take this opportunity to meet all the staff who work with your son/daughter at this critical time in their education. As well as discussion around progress in class, this is also an opportunity to talk about trial exam results and opportunities for revision leading towards final exams in May and June, including access to "GCSE POD" an online revision app which has proved to be very successful in previous years.

The evening operates on an appointment system, each appointment lasting for five minutes. During the days preceding the meetings your son/daughter will be responsible for booking appointments at an appropriate time, using the sheet provided. As a general guide, staff will be available for appointments between 4pm and 6pm during these evenings. **It is sensible to leave a gap of at least five minutes between each appointment.** Once the appointments are made it should be handed to you so that you can keep to the appointment times arranged. If later you decide that further talks with your son's/daughter's personal tutor, myself or with any other member of staff, would be helpful, then we will gladly arrange them. Please contact the appropriate person directly or via Reception.

A map showing the location of the teachers present will be available in the entrance on arrival.

Yours sincerely



Mr Jones
Vice Principal

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Year 11 Consultation Evening
Tuesday 16 January 2018

Name of student:

Tutor Group: 11.....

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I will attend on Tuesday 16 January 2018.

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I am unable to come to meet with my son/daughter's subject teachers.

Signature (Parent/Carer) Date

