



Grammar School Lane, Northallerton, North Yorkshire DL6 1DD. Phone: 01609 773340 Fax: 01609 770265
Website: www.northallertonschool.org.uk | Email: enquiries@northallertonschool.org.uk

Head of School: Mrs V Rahn

Dear Parent/Carer

Year 11 Progress Meeting – Thursday 5 December 2019

I would like to invite you to attend the Progress Meeting where you will have the opportunity to meet your son/daughter's subject teachers about their progress and performance in the recent trial exams. 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.

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 3.45pm and 6.45pm during the evening. **It is sensible to leave a gap of at least five minutes between each appointment.**

Once the details are completed 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, ourselves or with any other member of staff, would be helpful, then we will gladly arrange them, if you get in touch with us.

I would like to encourage you to take this opportunity to meet all the staff who work with your son/daughter.

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

Yours sincerely

Mrs V Rahn
Head of School