

19th January 2012

Dear Parents / Carers

**Year 11 Parents' Consultation Evening: Monday 6th February 2012
5.00 – 8.00pm**

As we returned in the New Year you received a progress report which has summarised how your child is progressing towards reaching predicted grades. This evening is the first opportunity to address issues that may be arising.

An appointment system is in operation for Parents' Evenings. Every effort will be made to keep to appointment times but it is unlikely you will be able to see more than 4 or 5 teachers in any one hour. Each appointment will be for 5 minutes and there will be a 5 minute gap between appointments to allow for travel between teachers. Rather than trying to see every teacher, I feel you may have a more useful and productive evening if you target those subjects where either your child is experiencing particular difficulties or, you have questions to ask or, you need to seek specific and direct advice.

When you complete the attached form, please consider how best to use the opportunity the parents' consultation evening presents. If you would then return the form your son or daughter will be asked to arrange appointments using the information you have given us and this will be brought home prior to the evening itself. Should any teacher feel they need to meet you, they will see that their names are added to your appointment list.

If there is a matter to discuss that will take longer than the allocated time or that demands a more private situation, please contact me and we will arrange a mutually convenient time to hold that discussion. Additionally, something we are introducing is a parent / carer comment box which will be available on the evening underneath the plasma screen in the main foyer for any comments you may have.

We look forward to seeing you. We hope the parents' evening will make a positive, formative contribution to your child's overall progress as we work together to help them do as well as they possibly can.

Yours sincerely

Elizabeth Lavin
Assistant Headteacher