

25<sup>th</sup> November 2019

**Our Ref:** BKn.JL.2026

**Your Ref:**

Dear Parent / Guardian,

**Re: Year 11 Parents' Evening**

On Thursday 12<sup>th</sup> December 2019, we will be holding a Parents' Evening for Year 11, where appointments can be made to see specific subject staff to discuss your child's current progress and the required intervention needed to help them achieve the best possible outcomes.

A normal timetable will operate for all students from 8.30am to 3:00pm, with appointments taking place between 4:00pm and 6:30pm. All Year 11 Students **MUST** attend with parents and full Academy uniform must be worn. Your child will be asked to make appointments on your behalf, specifically for those subjects in which they are underperforming, so please ensure they know which time slots you are available for and remember to bring the appointment sheet with you on the day.

To avoid long queues, we would politely ask that that you keep to the time allocations. During each appointment, staff will discuss:

- GCSE/BTEC progress against target grades
- What more your child needs to do to achieve or exceed their target grades
- Where and how you or your child can receive further help or information if required and if your child has all available revision guides and materials
- Dates of any upcoming exams

I am sure you appreciate how important it is for you to attend the sessions. It is only by working together and taking an active part in your child's education that we can ensure your child remains on track to achieve their qualifications.

Please complete the form below and return it to your child's tutor by Monday 2<sup>nd</sup> December 2019.

Yours sincerely,



**Mr B Knight**  
**Vice Principal**

## Parents' Evening – Thursday 12<sup>th</sup> December 2019

Name		Tutor	
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I will be attending Parents' Evening

I am unable to attend Parents' Evening but understand that I will be telephoned for an alternative appointment

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**PLEASE RETURN TO YOUR CHILD'S TUTOR**