

9<sup>th</sup> December 2019

Dear Parent / Guardian,

**Re: Year 9 Parents' Evening**

On Thursday 9<sup>th</sup> January, we will be holding a Parents' Evening for Year 9 students, when appointments can be made to see individual subject staff for you to discuss your child's progress.

There will be no change to the normal timetabled day. Appointments will take place between 4:00pm and 6.30pm. All Year 9 students must attend with a parent and Academy uniform must be worn.

Your child will be asked to make appointments on your behalf so please ensure they know which time slots you are available and remember to bring the appointment sheet with you on the day.

To avoid long queues, we would ask that time allocations are kept to wherever possible and subjects are targeted where you may have concerns. The conversation with your child's teacher will include:

- What your child needs to do to achieve and exceed their predicted grades
- Where and how you or your child can receive further help or information if required

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 makes the expected progress and remains on track to achieve their qualifications.

We thank you for your ongoing support and look forward to working with you.

Please complete the form below and return it to your child's tutor by **Friday 20<sup>th</sup> December**.

Yours sincerely,



**Mrs S Hadley-Bolton**  
**Year Team Lead – Year 9**

**Parents' Evening – Thursday 9<sup>th</sup> January 2020**

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**