



28 September 2017

**Reference: Year 11 Parents' Evening Thursday 19 October (5pm – 7.30pm)**

Dear Parent/Carer,

I would like to invite you to our **Years 11 Parents' Evening on Thursday 19 October**. The evening will give you the opportunity to meet your child's teachers and discuss their progress in individual subjects. Teachers will also be able to advise the best way that your son/daughter can develop their knowledge, skills and understanding in order to face the exams with confidence and attain the best grades possible.

During the next few days, your son/daughter will be making appointments with teachers. I hope that appointments can be made with all of their teachers, but you will appreciate that some members of staff will be very busy and unable to meet with the parents of all of those whom they teach. If it is not possible to arrange an appointment with these teachers, they will phone you and discuss your child's progress at a convenient time.

I very much look forward to seeing you on the evening. When arriving at would you please sign in at main Reception. In the meantime, if you have anything that you would like to discuss, please do not hesitate to contact me.

Yours sincerely,

Mrs NJ Waters  
Headteacher

**PLEASE SIGN AND RETURN THIS LETTER TO YOUR CHILD'S TUTOR, EVEN IF YOU WILL NOT BE ATTENDING PARENTS' EVENING, TO INDICATE RECEIPT.**

Signature:.....