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**Ms Frances Topa** B.Ed (Hons), Adv.dip, NPQH  
**Headteacher**

20<sup>th</sup> March 2017

Dear Parents and Students

### Parents' Evening: Year 8 – Thursday 20<sup>th</sup> April 2017: 4.00pm – 7.00pm

I am writing to invite you to the Year 8 Parents' Evening which will take place on **Thursday 20<sup>th</sup> April** in the school hall.

#### Format

In contrast to the Tutor-based Parents' Evening at the start of the year, this Parents' Evening is an opportunity for parents to speak directly to their son/daughter's Maths and English teachers. Students will need to make appointments on your behalf to see their Maths and English teachers.

Subject teachers in all other subject areas and Tutors will also be available, however, they will have a limited number of appointments.

#### Making appointments

Appointments are 5 minutes long and are designed to give parents an update on progress and attainment. During the appointment, staff will give an update on strengths and identify any areas for development. Students will need to agree times for appointments with staff – please list your availability on the appointment sheet (**Appointment Window**) and we will try to accommodate your request. Your son/daughter must make an appointment with their Maths and English teachers first and then with any other subject teacher/tutor who you would like to see. Teachers may also request an appointment where they have particular achievements to recognise or concerns to share. When appointments are agreed, teachers will sign the booking appointment sheet (attached).

#### Next steps

Your son/daughter needs to agree the date and time of your appointments. Additional and extended appointments are also available on request.

We look forward to seeing you on **Thursday 20<sup>th</sup> April** and thank you for your continued support.

Yours sincerely

**Mr M G Simpson**  
Assistant Headteacher KS3



**YEAR 8 PARENTS' EVENING – THURSDAY 20<sup>TH</sup> APRIL 2017**

**APPOINTMENT SHEET** for \_\_\_\_\_ **Class:** \_\_\_\_\_ **Teaching Group:** \_\_\_\_\_

Appointment window from: \_\_\_\_\_ to \_\_\_\_\_

	SUBJECT	TIME	TEACHER	SIGNATURE
	English			
	Maths			
	Science			
	RE			
	Geography			
	History			
	French			
	Art			
	Music			
	Design and Craft			
	Food			
	PE			
	PSHE			

