

STA/STW/JK 15/01/2020

Dear Parents/Carers

**Year 7 & 9 Parents' Evening**

We hope that you will be able to join us at the Parents' Evening scheduled for Tuesday 4<sup>th</sup> February 2020. The meeting will start at 3.30pm and end at 6pm. We will be holding the meeting in the Academy Hall and your child is also welcome to attend.

If you wish to attend Parents' Evening, please complete the form below and return to your child's form tutor. Each pupil has been given an appointment schedule. Please ensure your child arranges the necessary appointments with their subject teachers in preparation for your visit. Each interview is planned to last five minutes. If you know that you want to spend longer than that with any teacher, please make a separate appointment on another occasion, or request a double session on the form.

We look forward to seeing you on that evening.

Yours faithfully

**Mrs S Tweed & Mrs S Taylor**  
**Learning Managers – Years 7 & 9**

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**Reply Slip to be given to the Form Tutor by Friday 31<sup>st</sup> January 2020**

Pupil name: \_\_\_\_\_ Form: \_\_\_\_\_

I will be able to attend the Parents' Evening on Tuesday 4<sup>th</sup> February 2020

I am unable to attend

Signed: \_\_\_\_\_ Parent/Carer Date \_\_\_\_\_