

Tuesday 28 November 2017

Dear Parent/Carer

**Re: Post 16 Parents' Evening**

We are holding a Parents' Evening on Tuesday 5<sup>th</sup> December which will give you the opportunity to discuss your child's progress and studies with their class teacher. If you are able to attend, please circle the teachers you would like to see on the attached sheet. Your child will then get appointment times for those teachers.

Please could you complete the below slip to indicate if you are able to attend.

Kind regards

Debbie Drane  
**Assistant Headteacher**

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We are/are not able to attend Parents' Evening on Tuesday 5<sup>th</sup> December. We have circled the teachers that we would like to see on the attached sheet.

Student: \_\_\_\_\_

Form: \_\_\_\_\_

## Appointment Sheet - Tuesday 5<sup>th</sup> December

If possible on this evening I would like an appointment to see the following teachers\*:-

English	Maths	Work Experience	Vocational Studies	BTEC Sports
Life Skills	Form Tutor	Independent Living		

\*please circle the subjects that you would like to see, your child will then speak with these staff to arrange appointment times for you.

Time	Staff member	Subject
4:00pm - 4:05pm		
4:05pm - 4:10pm		
4:10pm - 4:15pm		
4:15pm - 4:20pm		
4:20pm - 4:25pm		
4:25pm - 4:30pm		
4:30pm-4:35pm		
4:35pm-4:40pm		
4:40pm-4:45pm		
4:45pm-4:50pm		
4:50pm-4:55pm		
4:55pm-5:00pm		
5:00pm-5:05pm		
5:05pm-5:10pm		
5:10pm-5:15pm		
5:15pm-5:20pm		
5:20pm-5:25pm		
5:25pm-5:30pm		
5:30pm-5:35pm		
5:35pm-5:40pm		
5:40pm-5:45pm		
5:45pm-5:50pm		
5:50pm-5:55pm		
5:55pm-6:00pm		