

**1<sup>st</sup> December 2017**

Dear Parent/Carer

**Parents' Evening Thursday 14<sup>th</sup> December 2017**

On Thursday 14<sup>th</sup> December you will have the opportunity to attend Parents' Evening. This is one of three being held throughout the year. You should not feel obliged to attend all Parents' Evenings, we are trying to make them more effective, allowing teachers and parents the opportunity to address specific issues and concerns. However, you should request an appointment if you have concerns either general or specifically about your child's progress in any subject.

Please find enclosed an appointment sheet where you can select a preferred time block. Your child should then take this appointment sheet to each of the subject teachers you would like to see so they can confirm an appointment time for you. We will endeavour to accommodate your preferences, however, this may not always be possible.

Yours faithfully

*Mr D Hewitt*

Mr D Hewitt  
Vice Principal

### Appointment Sheet for Parents' Evening

Please select your preferred time block, then your child should take this appointment sheet to each of his/her subject teachers individually so they can confirm an appointment time for you. We will endeavour to accommodate your preferred time block and the teachers you would like to see, however, this may not always be possible.

<b>Time Block 1</b> <b>4.00 pm – 5.30 pm</b>

<b>Time Block 2</b> <b>5.30 pm – 7.00 pm</b>

<b>Name and Form Group of Student</b>

Time	Subject	Subject Teacher
4.00		
4.05		
4.10		
4.15		
4.20		
4.25		
4.30		
4.35		
4.40		
4.45		
5.50		
4.55		
5.00		
5.05		
5.10		
5.15		
5.20		
5.25		
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6.55		