



Word/CommonDocuments/Parents' Evening/Y11 Oct 15

5 October 2015

Dear Parent/Carer

### **Year 11 Parents' Evening**

It gives me great pleasure to invite you to the Year 11 Parents' Evening, which will take place this year on **Thursday 15 October**. This is an opportunity to speak to your son/daughter's teachers and find out how s/he is doing in each subject. Staff and students from our Post 16 Centre and Mrs Edgar, our Careers Advisor, will be available to help guide you in starting the progress of planning for Year 12 and 13. Members of the Senior Leadership Team will also be on hand to discuss any issues or concerns.

The evening begins at 4.30pm and ends at 7.00pm. You will be familiar with the format from previous years. Please enter the building through the main reception doors and sign in alongside your child's name on the lists provided as you arrive and leave.

**To help the evening run smoothly, we limit each appointment to five minutes.** If there are issues which require more time, we are always happy to arrange a follow-up appointment. If you suspect that you will need more than five minutes for a particular subject, it would be better to contact the particular teacher now rather than leaving this to Parents' Evening. To help you plan your route, where possible we will room subjects as follows. Science will be in the Conference Room, English and Maths will be on the English corridor and all other subjects will be on the Humanities corridor.

This year we are continuing with the online method of booking appointments. There are numerous advantages to this: time in lessons can be spent on learning rather than making appointments; you do not have to rely on your child remembering to make appointments and you can see whether his/her teachers are genuinely fully booked when s/he comes home with an empty appointment sheet!

Details of how to make appointments are on the back of this letter. Please note that the booking system will close at 3.30pm on **Monday 12 October** to allow us to print appointment sheets for teachers on Tuesday.

Please make every effort to attend the evening so that we can all work together in supporting your child achieve his/her potential over the course of the year.

We look forward to seeing you on 15 October.

Yours sincerely

Miss A Clark  
Assistant Principal

Principal: Mrs Christine Horrocks BSc (Hons) NPQH Chair of Governors: Dr Derek Cheetham

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