

Dear Parent/Carer

Consultation Evening Wednesday 23rd October 2013 - 4:30-6:30pm

For the Autumn Term Consultation Evening we will be operating an appointment system to provide you with the opportunity to meet with your child's Form Tutor.

Please indicate, on the reply slip, your preferred time period for an appointment. When reply slips have been received appointments will be organised into 10 minute intervals and a sticker will be placed in the school diary to confirm your appointment time. To ensure the smooth running of the system, and to prevent parents/carers being kept waiting, it is important that we keep to the allocated times.

During the evening teachers who are not Form Tutors, Les Thompson, Dale Kelly (Head/Deputy Head of Residential) and Anna Drury (Connexions) will be available between 4.30-6.30pm in the main hall. We are hoping that representatives from Physiotherapy, OT, Speech Therapy, the Transition Team and local colleges will be available.

We look forward to meeting with you on the 23rd October.

Yours sincerely

Maria White

Maria White
Headteacher

Please return to your son/daughter's Form tutor _____

Yes, I will be attending
parents evening

I would like a
10 minute
appointment
between ...

4.30 – 5.30 p.m.

5.30 – 6.30 p.m.

No, I will not be attending
parents evening

Name _____

Child's Name _____