

6<sup>th</sup> November 2019

**Year 7 Parents' Consultation Evening**

Dear Parents/Carers

You are warmly invited to school on Thursday 21<sup>st</sup> November 2019 to discuss your daughter's progress with her teachers, (4.30 pm – 7.30 pm). Your daughter will be given an appointment sheet which she will complete at school with the help of her teachers.

Appointments will be for 5 minutes duration with each subject teacher and with your daughter's form tutor. (Times on the appointment sheet are set 10 minutes apart for administrative purposes.) It may not be possible for some teachers to see the parents of every girl they teach, as they may well teach more than one class in the year group. Please discuss your daughter's lessons with her and, if necessary, prioritise which teachers should be seen.

If you are unable to see a particular teacher on Parents' Evening, and you feel that there is a problem you would like to discuss, then a subsequent appointment can be made in school time.

Pupils are welcome to attend the evening with their parents and should introduce them politely to their teachers.

Please reply via email by Friday 14<sup>th</sup> November to confirm you are able to attend. We look forward to seeing you on Thursday 21<sup>st</sup> November.

Yours sincerely

Mr A Dudley  
**Deputy Headteacher**

Miss K Parkin  
**Head of Year 7**