

23rd November 2017

Dear Parent/Carer

Year 10 Parent Teacher Consultation – Thursday 7th December 2017

You are warmly invited to attend the Year 10 Parent Teacher Consultation evening on **Thursday 7th December** between 5.30pm and 7.30pm.

The evening will give you an opportunity to meet your daughter's teachers and to discuss her overall progress since starting Key Stage 4 and how to improve moving forward, as she continues this important stage of her academic career.

Appointments will only be available between 5.30pm and 7.30pm. We would like your daughter to attend with you, **wearing full school uniform**. On the evening itself, please remember to sign in.

Your daughter will be provided with an appointment sheet so that she may book appointments on your behalf with her subject teachers. As appointments are made on a first-come, first-served basis; it is important that your daughter books her appointments in good time. Please ensure you have familiarised yourself with your daughter's Termly Tracking Report, once it has been sent home, in order to support discussions with her subject teachers.

Please complete the Reply Slip below. This must be returned by **Monday 4th December**.

We look forward to meeting with you on **Thursday 7th December**.

Yours faithfully

Mr M Englefield
Head of Year 10

REPLY SLIP - To be returned to tutors by Monday 4th December

Year 10 PTC Thursday 7th December 2017 (5.30 – 7.30pm)

I am / am not able (delete as appropriate) to attend the Year 10 PTC

Signed (parent / carer)

Student's Name: Tutor Group: