

## **To the Parents/Guardians of Year 8 Pupils**

14 December 2011

Dear Parent/Guardian

### **Year 8 Parents'/Subject Teacher Evening – Thursday 12 January 2012**

I am pleased to invite you to our Parents' Evening on **Thursday 12 January 2012**. This presents an opportunity for you to discuss your child's progress with his/her teachers and ask any further questions about grades on his/her Interim Report that you received in November.

As you are aware we operate an appointment system at our Parents' Evenings. I confirm an appointment card will be issued by Tutors and pupils will see their teachers during lessons and write down an agreed appointment. Appointments can be made between 6.00pm and 8.30pm. It helps us if you can suggest the earliest time you can make by marking this on the appointment card. Where necessary some teachers are able to start a little earlier.

The system should be efficient, but will only work if both staff and parents keep to the allotted times. If you are late for an appointment, please move on to the next one. You may be able to return later, but please do not take another parent's time. If more time is required, please ask the Tutor or myself for a further appointment.

Please be aware some teachers teach more than one Year 8 class and will find it difficult to see all parents. If you are not able to see a particular teacher, your child may take round a form on which a comment can be made, these are available from the Secretaries' Office.

Please sign the appointment card and ask your child to show this to their Tutor so that we can check that you have received all the information. Your child is very welcome to accompany you on the night, but please bring the card with you as this also shows where staff will be.

If you have any queries, please do not hesitate to contact me. I look forward to seeing you on 12 January 2012.

Yours sincerely

Cath Brace  
**Head of Key Stage 3**