

## **To the Parents of Year 10 Pupils**

17 November 2011

Dear Parent/Guardian

### **Year 10 Parents'/Subject Teacher Evening - Thursday 1 December 2011**

A Year 10 Parents'/Subject Teacher Evening will be held on Thursday 1 December 2011 where you will have an opportunity to discuss your child's progress with his/her teachers and ask any further questions about grades on their Interim Report for Autumn 2011.

An appointment system will operate in order to avoid unnecessary queuing. 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.

Teachers will endeavour to keep to the allotted times. We would appreciate your support in this by arriving to appointments promptly. If you are late for an appointment, please move on to the next one. If more time is required, please ask the Tutor or myself for a further appointment.

Some teachers have more than one Year 10 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.

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 encouraged to accompany you on the night but please bring the card with you as this shows where staff will be. If you have any queries, please do not hesitate to contact us.

We look forward to seeing you on 1 December.

Yours sincerely

James Johnson  
**Head of Key Stage 4**