

To the Parents/Guardians of Year 9 Pupils

30 January 2012

Dear Parents/Guardians

Year 9 Parents' Evening – Thursday 9 February 2012

Following our KS4 Curriculum Evening on Thursday 26 January, I invite you to our Year 9 Parents' Evening on Thursday 9 February as the next step towards making informed decisions about your son/daughter's choices at 14. On this occasion you will have an opportunity to discuss your child's progress with his/her subject teachers and ask any further questions about Key Stage 4 courses. The preference form will need to be completed on line within iDeer and return a signed copy to the KS3 Pastoral Office by Tuesday 21 February.

As at your previous Parents' Evenings 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. It might help if you suggested the earliest time you can make by marking this on the appointment card.

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 remember some teachers have more than one Year 9 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 shows where staff will be. If you have any queries, please do not hesitate to contact me.

I look forward to seeing you on Thursday 9 February.

Yours sincerely

Cath Brace
Head of Key Stage 3