

26<sup>th</sup> November 2021

Dear Year 11 Parents/ Carers,

**Re: Year 11 On-Site Parents' Evening, Wednesday 15<sup>th</sup> December 2021**

***This form needs to be returned to your child's form tutor on Monday 29<sup>th</sup> November AM***

We are writing to invite you to attend your child's parents evening on **Wednesday 15<sup>th</sup> December 2021**.

Appointments will take place between 1.30pm and 5.30pm. You are invited to meet with your child's individual subject teachers throughout this time period. This is an opportunity to learn about your child's attitude to learning, strengths and areas for development in individual subjects.

Year 11 is a crucial moment in your child's education. This is the first time your child will sit formal exams and this event provides the opportunity to learn more about their progress. We therefore strongly encourage all families to attend with their child on this day. Your child will leave school at 1pm on this day to allow teachers time to prepare and will be expected to return to school in school uniform to join you for their appointments.

Year 11 pupils will be issued with reports in their Advisory session on Wednesday 15<sup>th</sup> December. These reports will contain information about grades achieved this term and will inform the conversations you have with subject teachers.

Your child will be responsible for booking appointments at times convenient to you as a family. Please discuss with your child the best time to book appointments.

We will make every effort to ensure all subject teachers are available. However, there are some teachers who teach many pupils in both Year 11 and Year 13. Appointments with these teachers will be issued on a first come, first served basis but you are of course encouraged to get in touch with any teachers you are unable to see by email to arrange a meeting at a mutually convenient time.

Please fill in the form below and return to school with your child on **Monday 29<sup>th</sup> November**. We understand that every family's situation is different, so if there are reasons that make attendance

on **Wednesday 15<sup>th</sup> December** impossible, please outline these below so we can work with you to make alternative plans.

Yours faithfully,  
Siobhan Crompton  
**Vice Principal, Secondary Curriculum**

<b>Child's Name:</b>	<b>Child's Form:</b>
<b>Please tick one option</b>	
We are able to attend parents' evening	We are not able to attend parents' evening
<b>Details (where relevant)</b>	
<b>Signed</b>	<b>Relationship to child:</b>