



To: Parents of Year 8 Pupils

October 2011

Dear Parent

To coincide with your son's/daughter's report due on 17th October a meeting for you to discuss his/her progress with Form and Subject Staff will be held in the Main Building between:

4.00 pm - 6.30 pm on Wednesday 9th November 2011

and you are cordially invited to attend. An appointment system will be operated for this event and your son/daughter will need to arrange appointment times with staff using the form on page 149 in the Student Planner. (I would like to stress the point that we will need to keep to the appointment times, if the system is to work efficiently.)

May I also bring to your attention the fact that several members of staff teach more than one group of Year 8 pupils and to enable staff and parents to discuss all pupils' progress some appointments will have to be rather short. Pupils are expected to attend but must wear full School uniform and should bring along their Student Planner.

I would like to thank you in advance for your continued support. Please will you acknowledge receipt of this letter on the reply slip below by **Wednesday 2nd November 2011**.

E J Crawford
Director of Studies, Year 8

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To be returned to Form Staff by Wednesday 2nd November 2011

Year 8 Parents' Evening – Wednesday 9th November 2011

Pupil's Name Form

I am/We are* able/unable* to attend the Parents' Evening on Wednesday 9th November 2011

Signature of Parent Date

*Please delete as necessary