



Headteacher: H J Gilmore

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December 2023

Dear Parent/Carer

**Year 12 Progress Review Evening ~ Tuesday 16th January (4pm - 6.30pm)**

The Year 12 Progress Review Evening will be held at School between **4.00 pm and 6.30 pm on Tuesday 16<sup>th</sup> January 2024** and you are invited to attend between these times to discuss your child's progress with subject staff. I should like your child to accompany you to this meeting so that they can be involved in any discussions with teachers. All students should be dressed in accordance with the Sixth Form dress code.

An appointment system will be operated for this event and your child will need to arrange appointment times with teaching staff, using the form using the appointment sheet that will be issued to them. Appointments are 5 minutes in length and these timings must be adhered to in order to enable the smooth running of the evening. My colleague Mrs Caley-Gardiner will also be available to offer careers and/or university advice and guidance. Please make an appointment in advance if you wish to meet with her.

Entry to the Progress Review Evening will be through the main gate at reception. Please sign in on arrival and out at departure.

Please will you acknowledge receipt of this letter and confirm your attendance by clicking on the link [here](#) by **Friday 12<sup>th</sup> January**. I would like to thank you in advance for your continued support.

**Ms Aspill**  
**Director of Studies, Year 12**