

28 October 2019

Dear Parent/Carer

**Year 11 Parents' Consultations – Wednesday 6 November 2019**

We hope that you take this opportunity to meet staff to discuss your son's/daughter's progress. Your child will be given an appointment sheet, which they should use to make appointments with their individual class teachers. Appointments are available with our Pastoral Managers if there are any specific pastoral conversations that you may wish to have. Finally, if there are any causes for concern in regards to your child's progress an appointment may also be made for you with either myself or Mr Read.

**We expect to be busy, so appointments are available from 5.00pm to facilitate everyone's needs.**

IT IS YOUR SON'S/DAUGHTER'S RESPONSIBILITY TO MAKE APPROPRIATE APPOINTMENTS. We ask you please to check his/her sheet regularly until you are satisfied that appointments have been made: if you meet with difficulties in making appointments through your son/daughter, please do not hesitate to contact the Academy for assistance.

We look forward to meeting you at the Parents' consultations and trust that you will enjoy meeting the teachers who have taught your child this year. Please do not hesitate to ask for help either before, during or after the meeting.

Yours faithfully



Mr D Vickers  
Academy Principal

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**Student name:**

**Form:**

We are able/unable to attend the designated parents' consultations on **Wednesday 6 November 2019**.

**Signed:**

**(Parent/Carer)**

**Date:**