18 January 2019

Dear Parents and Carers

Year 11 Parent Consultation Evening

I am pleased to invite you to attend the Year 11 Parent Consultation/Parent’s Evening on Thursday 31 January 2019.

In order for your son/daughter to achieve their potential, a collaborative approach between parents/carers and teachers is essential. Parent Consultations/Parent’s Evenings are a fantastic opportunity for you to gain an insight into how your son/daughter is performing in their subjects, which in turn allow you to support them more effectively.

We have increased the number of consultation appointments available and appreciate that attendance for some parents and carers can be difficult. However, we do require all students to attend and would be grateful if you could confirm your attendance on this GroupCall online reply slip prior to Thursday 24 January 2019. Your son/daughter should make their appointments directly with their class teacher during the times below.

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>2.30-4.30pm</td>
<td>Appointments – Session 1</td>
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<tr>
<td>4.30-5.00pm</td>
<td>Staff meal (strictly no appointments)</td>
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<tr>
<td>5.00-7.00pm</td>
<td>Appointments – Session 2</td>
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<tr>
<td>7.00pm</td>
<td>All appointments finish</td>
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To ensure your consultations are productive, please take the following steps and review the documentation on Progresso prior to attending the evening:

- Look at your son/daughter’s Report being issued to parents on 25 January 2019 and discuss subject areas that are going well and those that need to be improved upon. Please note that the Trial Exam grades will include your son/daughter’s performance in their written exam taken in December and all non-exam assessments. The predicted grade will take into account all completed assessments in Keys Stage 4 and any further progress the subject teacher believes your son/daughter can make before the summer exams.
- Consider the targets agreed during Academic Review Day and bring a copy to discuss with subject teachers.
- Look at rewards and consequences - where/how are these being picked up?
- Be aware of your son/daughter’s attendance record.
- Think of any subject specific questions that you might have.

Mr Eley will also be in attendance to answer any queries regarding Sixth Form entry.
We look forward to seeing you and thank you in advance for your continued support.

Yours sincerely

Mr R Nelson
Director of Learning, KS4
To: Mr R Nelson  
Re: Year 11 Parent Consultation Evening

Student Name .............................................................................................................

Form & Teaching Group ............................................................................................

We will/will not be able to attend the Parent Consultation Evening on Thursday 31 January 2019.

Signed: ....................................................................................................................... (Parent/Guardian)

Date: ............................................................................................................................