11 December 2018

Dear Parents and Carers

**Year 7 Parent Consultation Letter**

I am pleased to invite you to attend the Year 7 Parent Consultation/Parents Evening on Thursday 10 January 2019.

In order for your son/daughter to achieve their potential, a collaborative approach between parents/carers and teachers is essential. Parent Consultations 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 Friday 21 December 2018. 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>
</tr>
<tr>
<td>7.00pm</td>
<td>All appointments finish</td>
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Parents are invited to make appointments with the following subjects (English, Maths, French or German, Science and Physical Education).

Due to the number of classes taught by teachers of the other subjects, appointments for these will predominantly be made at the request of the teacher. This is to ensure appointments are effective and will prioritise where the need is greatest. Parents may still request an appointment if there is a specific matter they wish to discuss.

To ensure your consultations are productive, please take the following steps and review the documentation on Progresso prior to attending the evening:

- 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.

We look forward to seeing you and thank you in advance for your continued support.

Yours sincerely

Mr S White
Director of Learning, Year 7
To: Mr S White  
Re: Year 7 Parent Consultation Letter – Thursday 10 January 2019

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

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

We will/will not be able to attend the Year 7 Parent Evening on Thursday 10 January 2019.

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

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