

CCH/APH

25th April 2017



Dear Parent/Carer,

Year 7 Consultation Evening Thursday 11th May 2017 (4.00pm – 7.00pm)

I am pleased to invite you to our Year 7 Consultation Evening. This is the first opportunity for you to discuss your child’s progress with their individual teachers and I anticipate that you will attend.

Please sign in with our senior students on arrival to indicate your attendance before you see any of the teachers. Maps to show where teachers can be found are also available at the sign in desk.

Your child should make appointments on your behalf, with their subject teachers. Each appointment will last approximately 5 minutes.

Method of making an appointment – Your child will take an appointment sheet to each of their subject teachers during lesson time. Each teacher will record an appointment time on the sheet by signing opposite the appropriate time. It is better to allow a gap of 5 minutes between appointments as, whilst every effort is made to keep to schedule, it is almost inevitable that there will be some delay.

Occasionally, a lengthier appointment may be considered necessary. This will be arranged for a mutually agreed time on another day, but the preliminary discussion would enable the member of staff to be aware of the nature of the problem.

I do hope that the evening will be beneficial to all concerned and I would be grateful if you could complete and return the reply slip below.

Yours sincerely,

Mr A. Conroy
HEADTEACHER

Year 7 Consultation Evening – Thursday 11th May 2017

Please return to Form Teacher

Name of Student:

I will / will not be attending the Y7 Consultation Evening

Signed: Parent/Carer

