



6 January 2012

Dear Parent/Carer

INVITATION TO ATTEND YEAR 11 PARENTS' MEETINGS

I would like to invite you to attend two very important Year 11 Parents' meetings as follows:

- 1. Year 11 Parents' Advice Meeting on **Wednesday 11th January 2012** – (6.00pm – 7.30pm)
- 2. Year 11 Parents' Evening on **Wednesday 18th January 2012** – (3.00pm – 6.30pm)

1. Year 11 Parents' Advice Meeting:

The purpose of the evening is to provide information relating to the programme of revision activities that will be taking place in preparation for the Summer examinations. Leaders of Teaching and Learning for each faculty will be available to provide further revision advice.

2. Year 11 Parents' Evening:

Subject teachers will be available for consultation with you about the progress of your son/daughter at this important time in their education.

Your child will have been given an appointment card to arrange appointments with subject teachers. Please make all your appointments either during **Session A**, 3.00pm – 4.45pm or **Session B**, 4.45pm – 6.30pm. In order to ensure that the evening runs smoothly, five minutes has been allocated for each appointment. Please stick closely to the time slot, in order to allow every parent to benefit from this consultation process.

On arrival at the Academy you will be provided with a map and seating plan to help to guide you through the evening. Kindly ensure your child is wearing Academy uniform for the Parents' Evening.

I look forward to seeing you on the 11th and 18th January.

Please complete the reply slip below and return to your son/daughter's form tutor **by Monday 11th January 2012**.

Yours sincerely

Mr N T Hill
Assistant Principal

✂.....

I/We will/will not be attending the Parents' Evening on Wednesday 18 January 2012.

Pupil Name Form

Signature (Parent/Carer)

