



7 November 2018

Dear Parent/Carer

YEAR 9 PARENTS' EVENING
Thursday 22 November 2018

We are holding a Parents' Evening for Year 9 learners and their parents/carers on **Thursday 22 November 2018** between 4.00 pm and 6.00 pm.

This event will give you the opportunity to meet with your child's subject teachers and form tutor to discuss their progress.

In order to avoid queuing to see teachers, we have an appointment system. Please find enclosed the appointment sheet. Please give this to your child to allow them to arrange convenient appointment times with their subject teachers and form tutor.

Please complete and sign the slip below to indicate whether or not you will be attending and return it to the student services.

Yours sincerely

Mrs S Anderson
Head of Year 9

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To: Mrs Anderson

YEAR 9 PARENTS' EVENING
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Student's Name:..... **Tutor:**

I/We* will /will not* be able to attend Year 9 Parents' Evening on Thursday 22 November 2018 (*delete as applicable)

Signed: Dated:
(Parent/Carer)



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