November 2018

**Y10 PARENTS’ EVENING**

Dear Parent/Guardian

You are warmly invited to attend Parents’ Evening for Year 10 pupils on **Thursday 22nd November 2018**, from 4.30pm to 7.30pm. Pupils are expected to accompany parents to the evening in full school uniform.

The evening has been calendared early in the year in order to speak to your child’s teachers at the closest appropriate point to when they have started their GCSE studies. This is a very important stage in the process of supporting your child through their GCSEs.

In an attempt to alleviate overcrowding and to cut down on queuing time, an appointment system will be in operation. Pupils will be given a blank appointment card on the return of the reply slip at the bottom of this letter, which they will present to their teachers so that they can fix a mutually acceptable time.

At the Parents’ Evening you will have the opportunity to meet with your child’s subject teachers to discuss their current progress and attainment. The evening follows data collection point 1A where you will be able to discuss the progress grade and BfL given to your child by their teachers. Each appointment will last for 3 minutes. If you have a particular concern that you feel requires longer please make a separate appointment at another time.

**Please can I respectfully ask that parents park on the staff car park at the front of school rather than on the roads surrounding the school.** There will be a one way system in operation during the evening to alleviate congestion around the school.  Cars may enter Rookery Avenue but must leave via Townfield Avenue, as directed by our signage and parking officers.  Additional parking is available at the rear of the school, accessed via St Oswald’s Road and at St Oswald’s Church car park.  Please refrain from parking in the adjacent streets to allow flow of traffic and minimise disruption for our neighbours.

Please complete the reply slip and return it to your child’s form teacher as soon as possible. Your child will only be given an appointment form on the return of the reply slip so it is essential to ensure enough time is left for this.

Yours faithfully

Mr D. Halliwell

Senior Learning Coordinator for Year 10

**REPLY SLIP**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form:\_\_\_\_\_\_\_\_\_**

**I/We will/will not be attending the Y10 Parents’ Evening on Thursday 22nd November 2018.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian**