Monday 4th February 2019

Dear Parent/Carer

I would like to invite you to attend your son/daughter’s Year 7 Parents’ Evening on **Thursday 14th February 2019**. The evening will run from 4.30pm until 7.30pm and will be a chance for you to meet your child’s individual subject teachers and discuss their progress, behaviours for learning and attainment in each subject.

The evening is designed to work by appointment. On the return of the reply slip at the bottom of this letter to your child’s form teacher; your son/daughter will be issued with an appointment card. They must make the appointments with their teachers on your behalf so it would be advisable to ensure they are clear about the time you will arrive and leave school in order to book slots within that time period. However, please be aware that some appointments do overrun and this can affect the general fluidity of the evening.

**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.

When you arrive in school please make your way to the main reception area in order to sign in where you will be directed by our prefects. Subject teachers are spread over multiple rooms in school and the prefects and senior staff on duty will be able to guide you should you have any difficulty.

I hope the evening is informative and useful to you and should you have any feedback we are always willing to consider amendments following constructive feedback. If you do have any concerns or queries then please do not hesitate to contact me.

Yours faithfully,

Mrs L. Alvarado

Y7 Learning Co-Ordinator

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**YEAR 7 PARENTS’ EVENING ACKNOWLEDGEMENT SLIP**

Name of Child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Form:\_\_\_\_\_\_\_\_\_\_\_\_

I / we will / will not be attending the Y7 Parents’ Evening on Thursday 14th February 2019

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