



1 March 2016

Dear Parents and Carers,

The annual Home – School Consultation Day has been arranged for Friday, March 18th. This will be organised on an appointment basis for the Parents or Carers of all students in all year groups and will provide an excellent opportunity to discuss progress, to set future learning targets and for home and school to work together in the best interests of your child.

School will **not** be open for normal lessons on March 18th and you are asked to accompany your child to and from school to take part in a twenty minute consultation to review all aspects of your child’s progress.

If you are unable to attend on Consultation Day your child **must** attend school at 8.40am for a short progress review. They will leave school at 9.30am. Failure to attend this review meeting would be considered to be an unauthorised absence and students will receive a double after school detention. The school bus will make the return journey at 9.30am.

Please arrange an appointment to meet with your child’s House Tutor for your consultation by filling in the form below and returning it to the House Tutor as quickly as possible. If you have any particular questions to ask you could write them them down on the back of the reply slip so that the House Tutor can have time to investigate them before your consultation.

Please tick the session that you would prefer to arrange your appointment in. Your exact appointment time will be sent to you as soon as possible.

(If you have more than one child at school put all their names on one form, tick your preferred sessions and return it to the House Tutor of the oldest child so that your appointments can be scheduled close together.)

An additional appointment will be made for all **Year 9** students and their parents/carers. This will be with Mrs Creeley, Advice and Guidance Co-ordinator and Mrs O’Connor, to discuss Options for Key Stage 4. The Key Stage 4 Options Choices Sheet will be given out at this meeting and discussed in detail.

Please contact school if you need any further guidance regarding this extremely important event on March 18th. It is important that the reply slip is returned even if you are unable to attend.

Yours sincerely

Headteacher

X.....

PLEASE RETURN THIS SLIP TO YOUR HOUSE TUTOR.

Name of Student/s _____

Tutor group: _____

Session 1	Session 2	Session 3	Session 4
8.20am - 11.00am	11.20am - 1.00pm	1.20pm - 3.40pm	4.00pm - 5.00pm



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