

Dear Parents/Carers,

23 January 2020

**RE: Year 10 Parents' Evening – Wednesday 26 February 2020**

We are looking forward to welcoming you to Year 10 Parents' Evening on Wednesday 26 February 2020 from 4.30pm.

This is a very important evening for our students and families and we want to provide as much information as possible, however, we are limited by time constraints. We also understand that it can be very frustrating for parents when times are not kept to and appointments run over.

To ensure that everyone has a positive and meaningful experience we would like to take this opportunity to share with you some expectations to ensure the evening runs smoothly.

- Please ensure that your son/daughter has booked appointments in advance with teachers.
- Please ensure that you are on time for all your appointments.
- Please keep to the 5-minute allocation for all appointments.
- If you require a longer appointment, please contact the Key Stage 4 office to arrange a separate meeting at another time.
- The last appointment is at 7.30pm signified by the first bell, if you are in a queue at this point we will do our best to see you. Please do not join a queue after the first bell as we will be unable to see you.
- Parents' Evening will finish promptly at 7.45pm signified by a second bell.

Please be aware that our staff have the right to be treated with dignity and respect in the workplace. Any aggressive or abusive behaviour will not be tolerated.

We value any feedback or suggestions about how we can continue to improve our communication with parents at these key events. If you have any suggestions or comments, please feedback via the evaluation sheets available on the evening. A colleague from the senior leadership team will also be available to discuss any further queries you may have.

Yours sincerely,



**Sarah Sims**  
Head of School

**Chorus Education Trust CEO: Chris James**

