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April 2019

Dear parent/carer,

**Year 7 Parents’ Evening – Wednesday 08 May 2019**

We are looking forward to welcoming you to Year 7 Parents’ Evening on Wednesday 08 May from 4.30 – 7.30pm, when staff will be available to discuss your child’s progress. Parents arriving early may take a seat in ‘The Street’ whilst waiting for the evening to start. Please bring your child with you, if possible, as we would like them to be present.

Subject teachers will invite pupils to make appointments with them. You do not need to contact school direct to make an appointment. Please direct your child as to which subject teachers you wish to see. Mrs Housley, Head of Year 7, will also be available on the evening should you have any concerns regarding your child that you would like to discuss with her. Please ask your child to visit the Y7 office to make an appointment with Mrs Housley.

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.
* Please ensure younger or older siblings are under your supervision at all times.
* 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**