



Monday, 02 October 2017

Dear Parents/Carers and Year 11 Students

### Year 11 Consultation Evening Tuesday 17 October 2017

Year 11 students and their parents are invited to a Consultation Evening on Tuesday 17th October 2017. This is an opportunity to review overall progress with subject teachers at this very important stage in GCSE courses. Three hours have been allocated for the evening's consultations and five minute appointments can be made between 4.30 pm and 7.30 pm.

We would be grateful if you would adopt the following procedures for obtaining appointments.

- List overleaf the members of staff you feel you need to meet, and complete the section at the top of the page. We do need to know whether you can be present for the full three hour period or not, and would be grateful if you would make this clear against 'period of visit' (this is also available in your son/daughters planner).
- Ask your son/daughter to obtain appointment times during the course of the coming week for those members of staff you wish to see.
- Some staff may request to see you if they have concerns. If this is the case, staff will ask students for their appointment sheet.
- Ensure that your son/daughter returns the sheet/or their planner to you before the Consultation Evening.
- For those students taking Vocational Courses Mr Walton will be present.

Your son's/daughter's tutor will check daily that the appointments are being made; we would be grateful if you, too, would keep a check at home.

If the system is to work we will need to keep strictly to the five minute appointment times. If a problem cannot be resolved during this time please do not hesitate to arrange further contact with the relevant member of staff.

Yours faithfully

James Ambrose  
Assistant Headteacher

