

13th November 2017

Dear Parent/Guardian

YEAR 11 PARENTS' EVENING
Tuesday 21st November 2017 5.00 – 7.30PM at the Upton Lane Site

I am writing to invite you to the Year 11 Parents' Evening which is being held on:

Tuesday 21st November 2017
5.00 – 7.30pm
Upton Lane Site

Parents' Evening is an excellent opportunity for you to meet with your child's subject teachers and discuss his/her strengths and areas for improvement. It is important that your child accompanies you so that he/she can participate in the discussion of their academic achievement with his/her teacher.

You will also be able to collect your child's latest report. Therefore it is very important that you attend this evening.

I also strongly recommend that you take the time to speak with your child's Form Tutor to discuss their attendance and punctuality. Heads of House and the Educational Welfare Officer will also be present.

You will also receive a Data Collection Sheet in your envelope. Please check the contact details which are shown on the sheet. If anything is not correct or out of date, please change and return to the school office on parents evening.

Parents' Evening is also a key event in helping ensure your child achieves maximum academic progress at this crucial stage of his/her education and I look forward to seeing you on **Tuesday 21st November**. If you have any queries regarding this evening please do not hesitate to contact me.

Yours sincerely



Naila Salim

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Reply slip (please return the slip to form tutors.)

Year 11 Parents Evening Tuesday 21st November 2017

Name of pupil _____ Form _____

I/ we will/will not be able to attend.

Signed _____ Date _____