



09 January 2024

Dear Parent / Carer

**Year 11 Parent – Teacher Consultation Evening**  
**Wednesday 17<sup>th</sup> January, 4:30pm – 7.30pm In School**

On Wednesday 17<sup>th</sup> January, your child’s subject teachers will look forward to speaking with you about your child’s academic progress and the next steps to be taken to ensure continued success. **These appointments will be face to face meetings in school.** You will have received an electronic copy of your child’s Autumn Monitoring Report by email via SIMS In Touch and this will form the basis of your discussion.

Appointments will be made on your behalf by your child. Five minutes will be allocated for each slot and we would appreciate your co-operation in keeping to the allotted times. ***Please check your child’s Link Book for appointment times and bring this with you on the evening.***

To assist our planning, please would you be kind enough to complete the slip below by **Friday 12<sup>th</sup> January.**

Students must be present at appointments in full school uniform with parents/carers as this provides the opportunity to become further involved in the process of self-evaluation and review. It enables staff to highlight student achievement as well as any areas of concern, which may need addressing. I shall also be available if you wish to speak with me about your child.

The ongoing communication between school and home is an important part of ensuring your child’s future success. We look forward to meeting you on Wednesday 17<sup>th</sup> January.

Yours faithfully,

Mr S Sharp  
**Head of Year 11**



**YEAR 11 PARENT-TEACHER CONSULTATION EVENING – Wednesday 17<sup>th</sup> January 2024**  
***Please return this slip to your child’s Form Tutor by Friday 12<sup>th</sup> January***

**Student’s Name:** \_\_\_\_\_ **Tutor Group: 11** \_\_\_\_\_

I / We shall / shall not be able to attend the Year 11 Parent-Teacher Consultation Evening on Wednesday 17<sup>th</sup> January 2024.

