

26th November 2019

Dear Parent or Carer

YEAR 9 PARENT – TEACHER CONSULTATION EVENING
Wednesday 4th December 2019, 5:30pm – 8:00pm

I should like to inform you that the Year 9 Parent-Teacher Consultation Evening will be taking place on Wednesday 4th December 2019 from 5:30pm until 8:00pm.

During the evening you will meet your child's subject teachers to discuss his/her progress. 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. ***Your child should accompany you. He or she should wear full school uniform and bring his or her Link Book.*** I shall also be available if you wish to speak with me about your child.

Please would you be kind enough to complete the slip below by **Thursday 28th November 2019** to indicate whether you will be able to attend. We look forward to seeing you on Wednesday 4th December.

Please do your best to attend this evening; it is very important for your child.

We would also like to take this opportunity to ensure our records are up to date and would ask you to check the data sheet handed out on the night and let us know of any changes.

Yours faithfully



P Todd (Mr)
Assistant Head Teacher i/c of Year 9



YEAR 9 PARENT-TEACHER CONSULTATION EVENING – Wednesday 4th December 2019
Please return this slip to your child's Form Tutor by Thursday 28th November 2019

Student's Name: _____ **Tutor Group: 9** _____

I / We shall / shall not be able to attend the Year 9 Parent-Teacher Consultation Evening

Number of people attending, including student: _____

Signature of Parent or Carer: _____ **Date:** _____