



31<sup>st</sup> January 2017

Dear Parents/Carers

**Post 16 Parent Teacher Consultation Evening – Wednesday 22<sup>nd</sup> February 2017**

We are pleased to invite you to the Post 16 Parent Teacher Consultation Evening. The purpose of the evening is for you, along with your child, to meet subject teachers to review progress made and discuss preparation for the forthcoming exams if applicable.

Attached with this letter is an Appointment Sheet, for your child to make appointments with the teachers on your behalf. Your child will need to bring the Appointment Sheet to the teacher, who will then make an appointment and write it on the sheet to return home. Appointments typically occur between 4.30pm and 7.00pm, but timings are negotiable with individual teachers for earlier appointments.

Prior to your arranged appointment, you may collect your child's progress report from North Site Reception. We suggest you collect the progress report 15 minutes before your first appointment, to give you the opportunity to review this before meeting with subject teachers.

We value your continuing support and hope together we can help your child to achieve his/her full potential.

We look forward to seeing you on the 22<sup>nd</sup> February.

Yours faithfully

**Mr M Porter**  
Head of Progress – Post 16

**Mr D Gillman**  
Head of Progress – Post 16

**Post 16 Parent Teacher Consultation Evening**

**Wednesday 22<sup>nd</sup> February 2017**

**4.30pm-7.00pm**

Student name:

I/ We are unable to attend

I/We are able to attend and would like to meet with the members of staff as indicated below   
(Please tick appropriate box)

Signed:.....Date: .....  
(Parent/Carer)

Please complete the table below in order for your child to make appointments with their teachers.

My earliest appointment can be made at (time):- .....

<b>Teacher</b>	<b>Subject</b>	<b>Time (to be filled in by staff only)</b>

Please ask your child to approach the subject teachers above in order to agree an appointment time.

Thank you