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6<sup>th</sup> December 2016

Dear Parent/Carer

**Year 11 Parents' Evening – Thursday 12<sup>th</sup> January 2017 – 4.30pm-7.00pm**

We would like to invite you to the Year 11 Parents' Evening on Thursday 12<sup>th</sup> January from 4.30pm-7.00pm, which will be held on the North Site of Helston Community College. Upon arrival, please go to the main reception foyer to collect your child's Progress Sheet along with a list of your appointments and the location of staff.

During the evening you will have the opportunity to meet your child's Subject Teachers, collect progress data and discuss targets for the various subjects they have taken. We feel it is beneficial if your child is present at the meeting and would encourage him/her to attend with you.

This is usually a very busy evening so we will use an Appointment System, but must restrict appointments to five minutes, so that we can see as many parents as possible. Your child should use the appointment sheet attached to make appointments on your behalf. If you would like to meet with the SENCO, please ask your child to make an appointment with Mr Lewis.

If you are concerned that your child may be unable to make the appointments, then please contact me at College and we will try our best to make the appointments on your behalf.

We look forward to seeing you on the evening, but if you have any queries please do not hesitate to contact me.

Yours faithfully

**Mr T Richardson**  
**Head of Progress – Year 11**

