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24th February 2017

Dear Parent/Carer

Year 7 Parent Teacher Consultation Evening – Wednesday 15th March 2017 – 4.30pm-7.00pm

We would like to invite you to the Year 7 Parent Teacher Consultation Evening on Wednesday 15th March from 4.30pm to 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 DSENCO, please ask your child to make an appointment with Mr McFadden.

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

Mrs J Nelson
Head of Progress – Year 7

Year 7 Parent Teacher Consultation Evening
Wednesday 15th March 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):-

Teacher	Subject	Time (to be filled in by staff only)

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

Thank you