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6th September 2016

Dear Parent/Carer and Student

Year 13 Parents' Evening – Thursday 15th September 2016

I am pleased to invite you to the Year 13 Parents' Evening. This is an essential time in the year for you, along with «Forename», to meet the subject teachers to review any summer exam results, progress made and to discuss preparation for the coming year.

Attached with this letter is an Appointment Sheet for «Forename» to make appointments with the teachers on your behalf. «Forename» 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.

For students following a Level 3 pathway prior to your arranged appointment, you may collect «Forename»'s progress report from North Site Reception. This will document their summer exam results. May I 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.

I value your continuing support and hope that together we can help «Forename» to achieve «his/her» full potential.

I look forward to seeing you on Thursday 15th September 2016.

Yours faithfully

Mr D Gillman
Head of Progress – Post 16