

Our ref: ALS/LL/SSA

1st November 2016

Dear Parent/Carer

RE: Year 11 Parents'/Carers' Consultation Evening


We would like to invite you and your son/daughter to the Year 11 Parents'/Carers' Consultation Evening on Thursday, 17th November 2016 in The Evershed Building to enable you to discuss with staff the progress your child has made and how they can prepare for the mock examinations in December.

Appointments with staff will be arranged by your son/daughter. Each interview is planned to last up to five minutes, but your son/daughter is advised to plan for five minutes between interviews. As these evenings are very busy, particularly for staff who have more than one class, it is essential these times are kept to. Please discuss appointments with your son/daughter. The attached list will then be completed by your son/daughter as soon as possible.

Please arrange your appointments between 4.00pm and 6.00pm. It may not be possible for you to obtain an interview with all the staff that you wish to see. If there are any problems and you fail to see a member of staff that you consider a priority, please refer the matter to the KS4 Progress Leader, Mrs Lynch, Mr Church, The Deputy Headteacher or myself prior to or on the evening.

Car parking is available at Evershed.

Yours sincerely



Mrs Annabel Stoddart
HEADTEACHER

Encs

Everyone a Learner Everyone Learning.

YEAR 11 CONSULTATION EVENING

Thursday, 17th November 2016

Please use the form below to make a note of interviews and to give to your parents for their use on the night.

	Subject and Teacher		Subject and Teacher
4:00		5:05	
4:05		5:10	
4:10		5:15	
4:15		5:20	
4:20		5:25	
4:25		5:30	
4:30		5:35	
4:35		5:40	
4:40		5:45	
4:45		5:50	
4:50		5:55	
4:55		6:00	
5:00			

NB Allow at least 5 minutes between interviews and make a special note of starting and finishing times of staff.

Everyone a Learner Everyone Learning.