



Our ref: LT/SSA

6<sup>th</sup> January 2020

Dear Parent/Carer

**RE: Year 12 & 13 Consultation Evening**

You are warmly invited to the Year 12 & 13 Consultation Evening which will be held on Thursday 16<sup>th</sup> January 2020.

Meetings with staff will be held in The Evershed Building, on Mill Hill Lane, from 4.00pm to 6.00pm. As this is a particularly important stage in your child's education, we are keen to see as many parents/carers as possible to discuss the progress made so far this year and to identify key priorities to help your son/daughter improve further before examinations in the summer.

Students will be expected to make appointments with staff prior to this date but please feel free to come along anyway even if the appointment sheet fails to materialise!

We look forward to seeing you!

Yours sincerely



Mrs L Timson  
**ASSISTANT HEADTEACHER & DIRECTOR OF SIXTH FORM**

**YEAR 12 & 13 CONSULTATION EVENING**

**THURSDAY 16<sup>th</sup> JANUARY 2020**

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

**Please remind your parents that this meeting will be in The Evershed Building**

**Name of Teacher**

4.00	_____
4.10	_____
4.20	_____
4.30	_____
4.40	_____
4.50	_____
5.00	_____
5.10	_____
5.20	_____
5.30	_____
5.40	_____
5.50	_____
6.00	_____

***N.B.*** Allow at least 10 minutes between interviews and make a special note of starting and finishing times of staff.