



Dear Parent

YEAR 9 PROGRESS MEETING

A Progress Meeting for the parents of Year 9 will be held in Lower School on 22/02/2012 between 4.30 and 7.00 pm. Parents should report to Kenilworth Hall initially.

We hope that you will take this opportunity to discuss progress with members of staff who actually teach your child. Senior Staff will be present to deal with any questions of a more general nature, but of course we cannot discuss academic progress unless we actually teach him/her.

The meeting will be conducted on an appointment basis. On page 26 of your child's planner is an appointment sheet listing the times available. At the bottom of this sheet is a section for you to sign indicating whether you will/will not be attending the parent's evening. I would be grateful if you could complete this as it allows tutors to see that you have been informed of the evening.

If you will be attending can you please indicate your preferred time slot at the bottom of the planner page (please be as flexible as you can). Although staff will do their best to give you an appointment within this time period, it cannot be guaranteed.

Your child will see his/her teachers and will be given appointment times by them. Appointments last 5 minutes and a buzzer will sound at 5 minute intervals. It is a good idea to allow a 5 minute gap between appointments to ensure that the evening runs to schedule.

Your child will be able to make appointments from 30/01/2012 until 20/02/2012.

Mrs Perry will be available for questions. An appointment is advisable as she will also be seeing parents of those pupils she teaches.

The Careers Service will also be in attendance on the evening, no appointment will be necessary.

Yours faithfully


CM Abbott
Headteacher

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