



Dear Parent

## YEAR 12 and 13 PROGRESS MEETING

A Progress Meeting for the parents of Year 12 and 13 will be held in Kenilworth Hall on 08-12-2011 between 4:30 and 7:00 pm.

Reports will be issued during the week of the meeting. 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.


Your child will need to see his/her teachers and will be given an appointment time by them. He/she should then record the appointments in his/her planner. 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. Please ensure that you obtain a copy of the appointments for the evening.

Your child will be able to make appointments from 28-11-2011 until 07-12-2011.

Miss Booth (Deputy Head with responsibility for the Sixth Form) will be available for questions. An appointment is advisable as she will also be seeing parents of those students she teaches.

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

Yours faithfully

  
CM Abbott (Mrs)  
Headteacher

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