Monday 25th February 2019

Dear Parent/Guardian,

You are cordially invited to Year 8 Parents’ Evening on **Thursday 14th March, from 4.30pm to 7.30pm**. The purpose of the evening is to discuss your child’s progress and effort in all subject areas. Pupils are expected to attend this meeting alongside you in order to ensure that they are fully aware of their current performance in each of the subjects they study. Pupils are asked to attend in full school uniform.

In an attempt to alleviate overcrowding and to cut down on queuing time, an appointment system is being arranged. Pupils will be given a blank appointment card, which they will present to their teachers to arrange a mutually acceptable time. Please make your child aware of the time you intend to arrive so that they can arrange appointments accordingly.

We expect large numbers to attend this meeting and individual discussions will normally last for three minutes. If you wish to discuss issues other than your child’s progress, please contact Mr O’Callaghan or myself prior to this evening as longer appointments may be arranged in some cases with advanced notice.

**Parking:** There will be a one way system in operation during the evening to alleviate congestion around the school. Cars may enter Rookery Avenue but must leave via Townfield Avenue, as directed by our signage and parking officers. Parents can park on the staff car park at the front of school and additional parking is also available at the rear of school, accessed via St Oswald’s Road. May I respectfully request parents to refrain from parking in the adjacent streets to allow flow of traffic and also to minimise disruption for our neighbours.

I would appreciate it if you would complete the reply slip below and return it to your child’s form teacher as soon as possible. Once the form has been returned, your child will then receive an appointment card.

I hope that you are able to attend and I look forward to seeing you then.

Yours faithfully,

Miss K Westwell

Senior Learning Co-ordinator Y8

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**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I/We will/will not be attending the Y8 Parents’ Evening on Thursday 14th March 2019**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian.**