

# HENDON SCHOOL

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*'Learning Together Across the World'*

## RE: Years 12&13 Parents' Evening Thursday 19<sup>th</sup> November 2015

Dear Parent / Carer,

The evening will run in four sessions of 45 minutes and you are invited to attend one of these sessions depending on your child's surname – **see the table below**. Upon arrival to the school you will be allocated a desk for your 45 minute session and teachers will move around the room and sit with you for a brief five min chat on your child's progress. If you do not get the opportunity to speak to all of your child's teachers, and you would like to make contact with them, please do this by emailing [NagleS@hendonschool.co.uk](mailto:NagleS@hendonschool.co.uk) if you feel that you need to speak to the Head of Year specifically then please contact the school prior to the evening.

At the end of the 45 minutes you will be asked to leave and the following group of parents/ carers will begin their session.

All sessions will be held in the school hall and will start promptly at the designated times. **It is therefore essential that you arrive 10 minutes before your session begins.** Please go to the foyer area near the canteen to register before going to the main hall. Refreshments will be available in the canteen.

We will contact you separately if you have more than one child in a year group to discuss how you would best like to use the time available to you.

It is recommended that your child attends the parents evening with you so that they can also participate in the feedback from their teachers.

### Years 12&13 Parents' Evening – Thursday 19<sup>th</sup> November 2015

Four sessions will operate as follows:

Parents/carers of students with surnames beginning	A - C	4.00pm – 4.45pm
Parents/carers of students with surnames beginning	D - J	4.45pm – 5.30pm
Parents/carers of students with surnames beginning	K - N	5.30pm – 6.15pm
Parents/carers of students with surnames beginning	O - Z	6.15pm – 7.00pm

Yours sincerely,  
**S. Nagle**  
Mr S. Nagle  
Systems Manager