

**RE: Year 10 Parents' Evening Thursday 6<sup>th</sup> November 2014**

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 [info@hendonschool.co.uk](mailto:info@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.

**Year 10 Parents' Evening – Thursday 6<sup>th</sup> November 2014**

Four sessions will operate as follows:

|   |              |                        |
|---|--------------|------------------------|
| <b>Parents/carers of students with surnames beginning</b> | <b>A - D</b> | <b>4.00pm – 4.45pm</b> |
| <b>Parents/carers of students with surnames beginning</b> | <b>E - K</b> | <b>4.45pm – 5.30pm</b> |
| <b>Parents/carers of students with surnames beginning</b> | <b>L - R</b> | <b>5.30pm – 6.15pm</b> |
| <b>Parents/carers of students with surnames beginning</b> | <b>S - Z</b> | <b>6.15pm – 7.00pm</b> |

Yours sincerely,

*S. Nagle*

Mr S. Nagle

Systems Manager