



RE: Year 7 Parents' Evening Thursday 2nd May 2013

Dear Parent / Carer,

In order to make Parents' Evening a more rewarding experience for parents/carers, we are trialling a new system this year. 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 hall and sit with you for a brief five minute chat on your child's progress. 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.

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 - O	5.30pm – 6.15pm
Parents/carers of students with surnames beginning	P - Z	6.15pm – 7.00pm

If you have concerns and feel that you need to speak to me on the evening (as the Head of Year specifically) please contact Miss Charlotte Williams prior to the evening.

We appreciate your input and there will be an opportunity for you to evaluate this new system during the evening.

