

02 December 2021

Dear parent/carer,

Year 11 virtual Parents' Evenings – 8th & 9th December 2021

I am writing to invite you to the virtual Year 11 Parents' Evening on **Wednesday 8th** and **Thursday the 9th of December 2021** when you will have the opportunity to meet with your child's subject teachers online through MS Teams or via an arranged telephone call. Enclosed you will find an appointment sheet for your son/daughter to make appointments on your behalf with their subject teachers. The first available appointment is at 3.30 p.m. with the last available appointment time being 5.45 p.m.

Please note: each appointment is 5 minutes to allow staff to see all parents.

Please complete the reply slip and return it to school by Monday 6th December 2021.

We look forward to speaking with you at parents evening, should you have any queries regarding this, please do not hesitate to contact me at school.

Yours sincerely



Mrs V Chatwin
Director of Behaviour Culture & Ethos

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Please complete the reply slip and return to Form Tutors by Monday 6th December 2021.

We/I, the parent/guardian of in **Year 11**

We/ I will/will not be attending the virtual Parents' Evening on **Wednesday the 8th or Thursday 9th December 2021** through MS Teams.

If you would prefer a telephone appointment, please circle a time and day of your choice below:

Day	Telephone call	Telephone call
Wednesday	3.30pm – 5.45pm	3.30pm – 5.45pm
Thursday	3.30pm – 5.45pm	3.30pm – 5.45pm

Parent/Guardian signature:

Date: