



**Headteacher**  
**Mr D Williams**

Ref: SBR/cw

7 January 2019

Dear Parent/Guardian of

You are warmly invited to the Year 10 Parents' Evening on **Tuesday 22nd January 2019** between **4.15pm** and **7.15pm**.

This is an opportunity for you to discuss «Preferred\_Forename» 's progress with subject teachers. We hope that you will be able to come.

Conversations will be at 10 minute intervals but should last for 5 minutes so that you can move on to your next subject.

Please indicate on the reply slip your intention to attend and an approximate time of your arrival. We would be grateful if you could please sign in on arrival in the canteen.

As a reminder a text will be sent to you on the day before the parents' evening.

If you find you are unable to attend on the day, please contact school on 01246 472220 and we will remove you from the attendance list.

Yours faithfully

Mr S Brown  
Head of Year 10

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Please complete and return to form tutor by **Friday 18th January 2019**.

I / We\* will / will not\* (\*delete as necessary) be able to attend the Year 10 Parents' Evening on **Tuesday 22nd January 2019**.

Please tick as appropriate to give us an indication of your approximate time of arrival.

4.15pm

5.00pm

6.00pm

Signed

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Parent/Guardian of «Preferred\_Forename» «Preferred\_Surname» «Reg\_Group»