22 February 2022

Dear Parent/Carer,

**Year 10 Parents’ Evening, Thursday 3 March 3:30pm – 6:30pm**

I would like to invite you to attend a Parents’ Evening for Year 10 on Thursday 3 March 2022 to be held at school face to face. Please arrange your appointments via the School Cloud. Instructions are attached**. Appointment booking is set to go live at 4pm today (23-2-22) and will close at 12 noon on 3-3-22**. We will have a printout of your chosen appointments available for you when you sign into school on the evening.

We would be grateful if you could take note of the following in order to help with the smooth running of the evening.

* Please arrive promptly for your appointment.
* A plan of the teachers’ location will be given to you on arrival and senior pupils will be available to assist and act as guides.
* **It will be necessary to keep to the allotted time for the system to work.** If a considerable amount of extra time is needed, an appointment can be made for a later date.

**If you wish your child to accompany you, they should wear their full, correct uniform**. We do not expect pupils to ‘dress down’. We expect the same high standards as during a normal school day.

The school would be grateful if you would complete a questionnaire on the Parents Consultation Evening and post in the box at reception before you leave school.

***Please park in our grounds and not on the double yellow lines on the road – traffic wardens often patrol the area.***

I look forward to meeting you on the evening.

Yours faithfully



Miss Livesley

**Head of Year 10**

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*Reply Slip – please return to your child’s form teacher*

**Year 10 Parents’ Evening**

I/We will/will not be able to attend Parents’ Evening on **Thursday 3 March 2022 3:30pm – 6:30pm**.

Pupil’s Name: ....................................................................... Form………………

Signed: ..........................................................................