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November 2014

Dear Parent/Carer

Sixth Form Reports Afternoon – Thursday 27th November 2014

Teachers are currently writing their report on your child. This year, we would like to invite you in to school to receive and discuss the important comments on this report.

On the afternoon of Thursday 27th November between 2.00pm and 6.00pm, your child's tutor will be available in the main hall to discuss their report with you.

Personal contact is important at this vital stage of your child's school career to ensure that any messages in the report are not misunderstood. Since it is their progress we are discussing, I would recommend that you ask your child to accompany you to the interview!

I would ask you to complete the attached tear off slip indicating preferred interview slots and we will do our best to accommodate your wishes. Your child will notify you of the slot allocated in due course. I suggest you arrive 15 minutes before the allocated time in order to receive and read the report.

Yours sincerely

Mr D Whitehead
Head of Sixth Form

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I have received the letter concerning sixth form reports afternoon. My desired interview time is indicated below (please tick).

2.00pm		3.00pm		4.00pm		5.00pm	
2.10pm		3.10pm		4.10pm		5.10pm	
2.20pm		3.20pm		4.20pm		5.20pm	
2.30pm		3.30pm		4.30pm		5.30pm	
2.40pm		3.40pm		4.40pm		5.40pm	
2.50pm		3.50pm		4.50pm		5.50pm	

Student's name: _____ Form: _____

Signed: _____

