



Headteacher: **Mr J Grant**  
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October 2014

Dear Parent/Carer

**Year 11 Parents' Evening – Thursday 23<sup>rd</sup> October 2014**

You are warmly invited to attend this year's parents' evening on the above date from 4.30pm-7.30pm. This is an important occasion which will allow you to discuss your child's progress with their subject teachers.

The evening will be run on an appointment system. Over the coming days your child will make appointments with staff in their homework diaries. It would therefore be helpful if you discuss suitable timings with them before appointments are made. We would urge students to leave a **five minute gap between appointments** to enable the evening to run smoothly.

Throughout the evening Mr Street, Deputy Headteacher, and Mr Jones, Pastoral Support Assistant, will be available if you require a more general discussion. If you would like a meeting with myself, I am more than happy to arrange one.

I would be grateful if you would complete and return the reply slip below indicating if you are able to attend.

Unfortunately, due to space and the busy nature of the meetings we would urge you, if possible, to not bring siblings to the consultation evening. If this is unavoidable, please can we ask you to keep children closely monitored at all times. Year 11 students are expected to attend the interview.

I look forward to welcoming you on the evening.

Yours sincerely

Miss J Jakubowska  
**Head of Year 11**  
jjakubowska@wsgfl.org.uk

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**To be returned to year 11 form tutors**

I will/will not (*please delete as appropriate*) be attending the year 11 parents' evening on 23<sup>rd</sup> October 2014.

**Student's name** \_\_\_\_\_

**Form 11** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_

Parent/Carer

