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10 January 2012

Dear Parent

**Year 9 Parents' Evening
Tuesday 6 March 2012**

I would like to invite you to the Year 9 Parents' Evening on Tuesday 6 March. Staff will be available to discuss your daughter's academic progress from 4.30 pm - 7.30 pm and we hope very much that you will be able to attend. It is our expectation that your daughter accompanies you to this evening.

Please would you decide, after discussion with your daughter, which members of staff you would like to see. We suggest you try to strike a balance between subjects which your daughter enjoys and in which she does well, and those which she perhaps enjoys less or finds more challenging. Be aware, too, that appointment setting is a two way process and that teachers may request an appointment to meet you and your daughter on Parents' Evening. Do bear in mind that your daughter is taught by up to sixteen different teachers, some of whom teach more than one class or set in the year group. It is clearly not possible for these staff to see the parents of every student they teach.

The appointment sheet for Parents' Evening is on page 123 of your daughter's Student Planner. Your daughter should make an appointment with each of the teachers you would like to see and record the teachers' names and the times of the appointments on this page. If after the evening you would like to speak to your daughter's form tutor please contact school, leaving a message with your daughter's student manager.

Please complete and return the reply slip below no later than Monday 23 January.

Yours sincerely



**Miss L Phillips
Head of Middle School**

Year 9 Parents' Evening on Tuesday 6 March 2012

Student's Name: _____ House/Learning Group: _____

I / We will be able to attend the Year 9 Parents' Evening on Tuesday 6 March 2012.

YES

NO

Signed: _____ (parent) Date: _____

Please return this slip to your daughter's form tutor by Monday 23 January 2012