

8<sup>th</sup> February 2019

Dear Parent/Guardian

**Year 11 Parent/Staff Meeting**  
**Thursday, 21<sup>st</sup> February 2019**

The above meeting will be held at the school commencing at 3.30pm. To reduce delays, there **will not be an appointment system**. On arrival please sign in and collect your child's **Information Sheet** from the foyer in Block E. The information sheet will also contain the location of teachers to ensure that you find the subject areas with ease. Senior staff will be available to provide any further information or help that may be required.

In order for you to see all of your child's subject teachers it is advised that you arrive no later than 5.00pm, we cannot ensure that you will be able to visit every subject otherwise. Please note that for each subject teacher to see all parents a time allocation of 5 minutes per pupil is in place for each subject.

It is hoped that these arrangements will prove beneficial to parents.

Yours sincerely



Ms Herbert  
Head of Year 11