

SMC/HYO

27 April 2010

Dear Parent/Guardian

Year 7 Parent/Teacher Consultation Evening

You are invited to attend this consultation evening to meet your child's subject teachers. It will take place on **Thursday 13 May 2010** from 4.00pm until 7.30pm in the Henry Morris Hall and surrounding rooms.

Your son/daughter will make appointments for you using a sheet in their planner. Appointments can last **no longer than 5 minutes each** so if you have a query requiring more discussion time, please make a separate arrangement to meet that teacher on a different occasion. If you are able to commence your appointments early, experience tells us that it is quieter at this time!

Will you please return the reply slip below as soon as possible.

Yours sincerely

Mrs S Macehiter
Year Manager

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Return to your child's Form Tutor

To: Form:

I/We* will/will not* be attending the Year 7 Parent Teacher consultation evening on Thursday 13 May 2010.

Signed:

Parent/Guardian* of:

* delete where applicable