



24<sup>th</sup> January 2019

Dear Parent / Carer,

**YEAR 9 PARENTS' EVENING**  
**Thursday 7<sup>th</sup> February 2019 4pm – 7pm**

I am writing to inform you that the Year 9 Parents' Evening for Parents/Carers will take place on Thursday 7<sup>th</sup> February 2019 from 4pm to 7pm. Could you please sign in at Reception where you will be provided with a copy of your child's latest report, and taken through to the School Hall where you will be able to meet with your son/daughters' Teacher's.

Given the significant importance of the evening, I would also request that your child attends with you. However, students must not attend this evening by themselves. The session will end promptly at 7pm. Please arrive in sufficient time for all the necessary discussions to be completed.

Please return the completed reply slip to your son/daughter's Form Tutor as soon as possible.

We look forward to seeing you on **Thursday 7<sup>th</sup> February 2019**.

Yours sincerely,

Mr Lawrence Smith  
Headteacher

**YEAR 9 PARENTS' EVENING**  
**Thursday 7<sup>th</sup> February 2019**

Name of Pupil \_\_\_\_\_ Tutor Group \_\_\_\_\_

I/We are able to attend Year 9 Parents' Evening

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Parent/Carer's signature \_\_\_\_\_ Date \_\_\_\_\_

