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Ref: RJG

22nd November 2016

Dear Parent or Carer

Year 11 Parents' Evening

I am writing to invite you to attend your child's Parents' Evening which will take place on **Monday 5th December 2016 4:00 pm to 7:00 pm**. This is an extremely important date in the school year as it is an opportunity for you to discuss your child's progress with his/her subject teachers.

As always, your support is very important to us and so your attendance at this evening is very much appreciated. I would be grateful if you would return the reply slip below to your child's Form Tutor by **Tuesday 29th November 2016**. Attached is an appointment sheet with which he/she should arrange times (ten minutes apart) for you to meet with all of his/her teachers.

We look forward to seeing you.

Yours faithfully



R J Gibbs

Achievement Coordinator Year 11

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Year 11 Parents' Evening

I have received the letter regarding Year 11 Parents' Evening and *will / *will not be able to attend.

Pupil Name: _____ Form: _____

Signed: _____ (Parent/Carer) Date: _____

*** Please delete as appropriate**