

5 March 2018

Dear Parent/Carer

**Re: Year 7 Parents' Evening – Thursday 22 March 2018**

I would like to invite you to Year 7 Parents' Evening on Thursday 22 March 2018 between 4.30pm and 7pm. This will give you an opportunity to meet your child's subject teachers and to discuss their progress and any issues you, or they may have. Your child will make appointments for you with their subject teachers.

An up-to-date progress report will be available for you to collect which will give you details on your child's current academic levels. The Attendance and Punctuality Team will also be present to support you and your son/daughter for what is the most important year of their academic life so far. Costa Coffee will be open for refreshments.

Please complete the reply slip below and return it to your child's Group Tutor by Thursday 15 March 2018 to confirm your attendance. If you are unable to attend, please email me [mandy.jones@E-Act.org.uk](mailto:mandy.jones@E-Act.org.uk) so that we can arrange an alternative time.

Yours sincerely

*A Jones*

Mrs A Jones  
Head of Year 7

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**For completion by all Parents/Carers:-**

Student's name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I \*will/will not be able to attend the Year 7 Parents' Evening on Thursday 22.03.2018  
(\*Please delete as necessary)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

