

16 November 2018

Dear Parent/Carer

Re: Year 9 Parents' Evening – Wednesday 28 November 2018

I would like to invite you to Year 9 Parents' Evening on Wednesday 28 November 2018 between 4.30pm and 7.00pm in the Atrium. 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.

Mrs Long, our careers advisor will also be available to offer advice and support regarding option choices and careers for the next academic year. She will be based in the atrium. Appointments will be available on the evening, but should you wish to pre-book an appointment please email her on Deborah.Long@e-act.org.uk

Please complete the reply slip below and return it to your child's Group Tutor by to confirm your attendance.

If you are unable to attend, please email me Rebecca.Franklin@e-act.org.uk so that we can arrange an alternative time.

Yours sincerely

R Franklin

Mrs R Franklin
Head of Year 9

For completion by all Parents/Carers:-

Student's name: _____ Tutor Group: _____

I *will/will not be able to attend the Year 9 Parents' Evening on Wednesday 28 November 2018
(*Please delete as necessary)

Signed: _____ Date: _____

