



29 September 2017

Dear Parent/Carer

## YEAR 9 PARENTS' EVENING - TUESDAY 14 NOVEMBER 2017

We are pleased to invite you to Year 9 Parents' Evening on Tuesday 14 November to discuss your child's progress. The evening will start at 4pm and will be run on a timed appointment system finishing at 6.30pm. Please indicate on the attached form the subjects you would like to have an appointment with.

Appointments will normally last for five minutes but if you need a 10 minute appointment with a particular teacher, please ask and we will do our best to arrange this for you.

Alternatively forms can be completed online by visiting:

<https://www.surveymonkey.com/r/Y9PARENTMTG>

Please return the attached form to your child's Form Tutor or complete the online booking request by **Friday 20 October**, even if you are unable to attend, as this will avoid us contacting you further.

We will send you an appointment schedule the week before Parents' Evening. In the meantime if you have any queries please do not hesitate to contact us on 01904 686400.

Yours faithfully

Miss S Buglass  
Data Manager

# APPOINTMENT REQUEST FORM

YEAR 9 PARENTS' EVENING - TUESDAY 14 NOVEMBER 2017

Student Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

I/We will be attending Parents' Evening

I/We are unable to attend Parents' Evening

I/We can accept any appointment times from 4.00pm to 6.30pm

I/We can only accept appointment times from \_\_\_\_\_ to \_\_\_\_\_

## Special Requirements

Do you have any special requirements? If so, please state them below:

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Please tick the subjects you would like to have appointments with:

Art

Design Technology

Drama

English

French

Geography

German

History

ICT

Literacy

Maths

Music

PE

RE

Science

Spanish

Form Tutor

Director of Achievement

Director of Inclusion

Other (please specify)

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Print Name: \_\_\_\_\_ Parent/Carer

Contact Number: \_\_\_\_\_

**Completed forms should be returned to the Form Tutor by Friday 20 October**

This form can also be completed online: <https://www.surveymonkey.com/r/Y9PARENTMTG>