



12<sup>th</sup> September 2019

Dear Parent/Carer

**RE: Meet the teacher – Thursday 19<sup>th</sup> September 2019 4pm -7pm**

I am delighted to invite you to our meet the teacher consultation evening. During the evening, you will have the opportunity to meet with your child's form teacher, who is responsible for monitoring your child's overall progress, attendance and behaviour throughout the year. Then later in the year, you will be invited to a Subject Consultation Evening where you will have the opportunity to meet with subject teachers.

Your child will be issued with an appointment card in order to book appointments with form Teachers. Your child will retain the appointment card until the event next week. Please note due to the likely high demand of this evening appointments are limited to 5 minutes only, the member of staff will either exchange email addresses with you or arrange a telephone consultation if more time is required.

For our Subject Consultation Evenings we will be arranging appointments via the app Weduc that you will have already received your login details for. To ensure that all communication is received we will be asking you to check your data collection sheet on the 19<sup>th</sup> September and to ensure we have correct contact details and e-mail addresses.

Finally, on the evening other colleagues will be available at the top of the atrium to discuss any issues with you, Pastoral Support, Attendance, Welfare and well-being desk.

We wish to thank you for your continued support and look forward to meeting you in person on the evening.

Yours sincerely

*J. Sutcliffe*

Mrs J Sutcliffe  
Teacher of Science and Vice Principal for Curriculum and Progress

