



3rd February, 2012

To the Parents of girls in Year 7

Dear Parents,

We hope you will be able to take advantage of the opportunity to discuss your daughter's work and progress with her teachers at the forthcoming Parents' Evening which is on **Tuesday, 28th February, 2012**. In Years 7 and 8, Parents' Evenings are for parents and teachers only; once your daughter is in Year 9 we encourage her to attend and be part of the discussion.

We operate an appointment system for parents. Your daughter will be issued with a blank time-sheet, in order that she can book appointments on your behalf, having first established the period of time during which you are able to be present. Appointments will be available from 4.30pm – 7.00pm and you will need to allow about an hour and a half. Each time slot is of five minutes duration and all staff will be based in the New Courtyard Hall.

Some members of staff who teach across the whole year group may find it difficult to see all parents. Should you particularly wish to speak to any of these teachers, and your daughter does not manage to secure an appointment, please leave word with your daughter's Form Tutor, who will then ask the subject teacher to contact you by telephone. Should you wish to have a word with Mrs Goyer, no appointment is necessary.

Would you please park on the drive and make your way to the New Courtyard Hall, where you will be given a name label on arrival. Do ensure that your daughter gives you your appointment slip!

We look forward to seeing you.

Yours sincerely

Mrs Judith Browne
Head of Year 7

M/PTS_EVE/2012