

8th January 2018



Dear Parent/Carer

Year 7 Parents' Evening

I would like to invite you to the year 7 Parents' evening on **Thursday 18th January 2018**. The evening will consist of several five minute appointments between you and your child's subject teachers. The evening will run from 5.00pm until 7.30pm in the main school hall. Your child will be given a sheet to make appointments on your behalf with all subject teachers.

For some of you, it will be the first time meeting your child's subject teachers, whilst those with older siblings may already be familiar with the process. Please let your child know if you need earlier/later appointments, within the two-and-a-half-hour slot, due to work or other commitments, as we would like all parents to attend.

On the evening you will be provided with information on how your child is doing in each subject including: attitude to learning, progress made, currently working at levels, and any positives or concerns they may have regarding learning. It is a great opportunity to ask any subject specific questions you may have whilst gaining a greater understanding of your child's progress.

Students should now have their sheets to allow them just under two school weeks to collect appointments. The process will be explained by tutors when giving out the letters. Please be aware that some staff will be unable to see all parents on the night, due to the number of students that they teach, and appointments will be distributed on a first come, first served basis.

If you are unable to attend, please contact your child's tutor via email or in your child's school planner. Also, if your son/daughter has not made any appointments by Monday 15th January, please contact myself or Mrs Sumpter via email so we can offer support: (d.washington@eatonbank.org or a.sumpter@eatonbank.org).

If you have any further questions, then please contact us via phone or email. We look forward to seeing you.

Yours faithfully,

Mr D Washington

Year 7 Learning and Progress Manager