

JLE/HYO

4 June 2009

Dear Parent/Guardian

**Year 7 Parent/Teacher Consultation Evening**

You are invited to attend this consultation evening to meet your child's subject teachers. It will take place on **Tuesday 23 June** from 4.00pm until 7.30pm in the Henry Morris Hall and surrounding rooms.

Your son/daughter will make appointments for you using a sheet in their planner. Appointments can last **no longer than 5 minutes each** so if you have a query requiring more discussion time, please make a separate arrangement to meet that teacher on a different occasion. If you are able to commence your appointments early, experience tells us that it is quieter at this time!

Will you please return the reply slip below as soon as possible.

Yours sincerely

Miss J Levison  
Year Manager

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**Return to your child's Form Tutor**

To: ..... Form: .....

I/We\* will/will not\* be attending the Year 7 Parent Teacher consultation evening on Tuesday 23 June 2009.

Signed: .....

Parent/Guardian\* of: .....

\* delete where applicable