

March 2018

Dear Parent/Guardian

**PARENT-TEACHER CONSULTATION MEETING - YEAR 8 –Tuesday 6<sup>th</sup> March 2018**  
**4.30pm – 7.30pm**

I would like to extend an invitation to you to attend the above Parent-Teacher Consultation Meeting where staff will be available to discuss your son/daughter's progress.

To make the most efficient use of everyone's time we will be operating an appointments system and it would be helpful if you could keep your appointments to a maximum of five minutes and to the time specified with each member of staff. However, if you find that you need to speak with a member of staff for longer, there will be members of the Senior Management Team available. Alternatively, you may go to the information desk in the foyer and ask to make an appointment to see the member of staff at another time.

Whilst the main focus of the evening is discussion of academic progress with subject teachers, experience has shown that lots of parents also wish to speak with Division Heads. If you would like to speak with me either about academic progress or about more general issues it would be most helpful if you would contact me in order to make an appointment at a later date.

If you are able to attend please write on the page in your child's planner the names of those members of staff you would like to meet. Your son/daughter will then take this to the teachers concerned and they will enter the time of your appointment. It would be helpful if you could indicate the approximate time at which you would prefer your appointments to begin.

The PCM will be held in the Science Block which has full facilities for disabled visitors.

Car parking will be available on the bus park off Wakefield Road. This area is fully lit and covered by CCTV.

Could you please sign and return the slip attached as an acknowledgement of receipt and to indicate whether or not you are able to attend the PCM.

Yours sincerely

A Bromley  
Head of Year

PLEASE COMPLETE AS APPROPRIATE

I will/will not be attending\* the Year 8 PCM on Tuesday 6<sup>th</sup> March 2018

Parent/Guardian ..... Son/daughter.....

Tutor Group .....

\*If you are not attending the PCM, we would be grateful if you could complete the following section. This will help us improve our service to you.

- PCM on wrong day
- PCM at wrong time
- Problems of transport to and from school
- Child care arrangements
- Other. Please comment