

March 2019

Dear Parent/Carer

I am writing to remind you that there is a Year 7 Parents' Evening on **Thursday 25th April 2019**.

With the School Hall currently closed the evening will take place in History, Maths, MFL and the LRC between 4pm and 7pm. Your son/daughter will have an appointment form on which **five-minute** appointments can be made with those teachers whom you wish to meet. Should you wish to have a longer discussion with a member of staff, please contact them individually to arrange a mutually convenient time.

When your son/daughter makes appointments with their teachers, it is sensible to try and leave a 5 minute gap at least between appointments to allow you some movement time.

To ensure that the evening is meaningful for both you and your child, I would encourage you to bring recent monitoring reports and your son/daughter so that they may be included in the discussions.

If you are unable to attend but wish to speak with staff, please contact the school at any time.

Please return the completed reply slip to your child's tutor by **Friday 29th March 2019**.

Yours Sincerely

Mr C Tamlyn

Deputy Headteacher

To: The Park Community School

Student's name: _____ Tutor: _____

I will/will not* be attending the Parents' Evening on **Thursday 25th April**.

Signed: _____ (parent/carer) Date: _____

*** Please delete as necessary.**