

January 2018

Parents/Guardians Name
Address

Dear Parents/Guardians Name

ID: Student Name TG

As mentioned in the Interim Report letter sent out in early December 2017, our teachers will be available to meet parents of Intermediate & Lower Sixth students on the following evenings:

- Tuesday 20 February 2018 - for students with surname A-J
- Tuesday 27 February 2018 - for students with surname K-Z

Appointments for this evening are available from 5.15 to 7.45 pm; please ask Student Name to make appointments at mutually convenient times on the enclosed appointment sheet. Please see overleaf details of Student Name's subjects and teachers for your reference.

I would like to emphasise that considerable importance is placed on these meetings as it is the means by which we discuss with you the results and implications of Student Name's recent assessments and the Interim Report. Students are welcome to accompany their parents. Pastoral Directors, Associate Pastoral Directors and Senior Tutors will also be available for appointments and consultations.

My Senior Leadership Team will be on duty for both evenings should you need to speak to one of us – go to the Information Desk to make contact. You may also be interested to know that the following staff will be available for consultation in the link section between Refectory 1 and 2:

- Carol Hix (Head of Careers)
- Susan Carnell (Associate Director of Learning Support)
- Sally Hopper (Student Services Manager)
- Melanie Pearl (Intermediate Pastoral Director)

Recently the College has become aware that some parents have felt unable to attend such evenings because of various difficulties of communication (e.g. English as a second language, hearing impairment, etc.). If any parent would welcome the support of an interpreter, please contact Sally Hopper, Student Services Manager as soon as possible.

Very limited parking is available. It is accessible **only from the rear of the College, via the Rushworth Road entrance.**

I hope that you will be able to attend.

Yours sincerely

Nick Clark
Principal

NB: The following staff are new to role and will not be shown below but are shown on the appointment sheet

Alex Watson is now teaching **German**
Nick Nekanda-Trepka is now teaching **Music Technology**