



11th October 2017

Re: Year 11 Parents Evening

Dear Families

On **Thursday the 9th November**, your child’s subject teachers will be available for consultation from **4.00pm until 7.00pm** to discuss their progress. All meetings will be taking place in the hall so please use the main entrance.

Meetings with each member of staff will last approximately five minutes. Your son/daughter will be required to make an appointment with their subject teachers before Thursday 9th November. If there is a matter that is likely to take longer then please arrange a separate appointment, with the teacher concerned, for another time or with myself Miss D Whittaker their Learning Leader. We have attached to this letter an appointment sheet please advise your son / daughter which time slot suits you most. We ask that where possible you keep to your 5-minute slot to avoid appointments running over.

We look forward to discussing your son/daughter’s progress and working together to share how we can further increase their success at Rayner Stephens High School. There will also be representative from the local colleges and Caroline Batty our careers advisor from Positive Steps will be available on the evening to offer their help. This is especially important as your child enters their most crucial time in the year at school. Should you be unable to attend on this evening but would still like the opportunity to discuss your son/daughter’s progress, please phone the school and ask to speak with his/her Form Tutor.

I will also be available to discuss progress and welfare, as will other members of the Senior Leadership Team if required.

Please return the slip below to your son/daughters Form Tutor.

Yours sincerely

Miss D Whittaker
Year 11 Learning Lead

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Year 11 Parents Evening 9th November 2017

I, Parent / Carer of in 11.... will / will not (*please delete) be able to attend the Parents Evening on Thursday the 9th November 2017.

Signed Date November 2017

Year 11
Parents Evening Appointments
Thursday 9th November 2017

Pupil's name Reg 11.....

Staff name

4.00
4.05
4.10
4.15
4.20
4.25
4.30
4.35
4.40
4.45
4.50
4.55
5.00
5.05
5.10
5.15
5.20
5.25
5.30

Staff name

5.35
5.40
5.45
5.50
5.55
6.00
6.05
6.10
6.15
6.20
6.25
6.30
6.35
6.40
6.45
6.50
6.55
7.00