

UNIVERSITY ACADEMY
HOLBEACH



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October 17th 2019

Dear Parent/Guardian

The Year 11 Parent-Teacher Consultation Evening will be held on **Thursday 14th November 2019**.

We believe that this has a very important function, as it shows pupils that both teachers and parents/guardians are interested in their performance and work. With **Mock Examinations** starting at the end of the month, we do hope that you will be able to attend to discuss your child's progress. Your child's Tracking Report will be posted to you prior to the evening and it will be helpful to bring this with you.

An appointment system operates for the Parent-Teacher Consultation Evening which will be between 6.30 – 8.30 p.m. Appointments will be no more than five minutes and we will arrange these through our electronic system. The appointments will be made with teachers and a print-out of the appointments will be given to pupils on **Wednesday November 13th** to bring home. Spare copies will be available on the evening should your child be absent or mislay the information.

Please complete and return the reply slip below to your child's tutor, so that appointments can be made for you. If an emergency arises that prevents you attending, please contact the school by note or even telephone on the day of the meeting to avoid staff waiting unnecessarily.

Yours sincerely

Miss D Allen
Vice-Principal

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REPLY SLIP – YEAR 11 PARENTS' EVENING - TO BE RETURNED BY THURSDAY NOVEMBER 7TH TO THE FORM TUTOR

PUPIL'S NAME _____ TUTOR GROUP _____

*I/We will/will not be attending the Year 11 Parent-Teacher Consultation Evening on Thursday 14th November 2019.

EARLIEST APPOINTMENT: _____ **LATEST APPOINTMENT:** _____
(Please ensure that your child knows these times when making the appointments.)

Signed: _____ (Parent/Guardian)