

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY



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January 2018

Dear Parents,

Year 11 Parents' Consultation Evening: Thursday 18 January 2018

I hope you will be able to attend this event, which will run from 5pm until 8pm on Thursday 18 January 2018.

An appointments system will be used during the evening and we ask that you make sure you leave yourself sufficient "travel time" in between appointments when booking them.

Parents are able to book appointments themselves with the teachers they wish to see via the School's Portal.

****PLEASE REFER TO THE ATTACHED INSTRUCTIONS****

On arrival at school, it is essential that you sign in alongside your son's / daughter's name on his/her Form List located on one of the tables outside the Chaplaincy Room.

I teach a Year 11 group so my time will be split to accommodate subject related appointments between 5:00pm and 6:30pm, following which I will be available for "drop in" appointments in my office located along the corridor near to the rear entrance to school between 6:30pm and 8:00pm. Mr Liver (Assistant Progress Leader) will also be available for appointments during the evening, and he will be based in the Progress Leaders' Room.

If you are unable to book an appointment but wish to discuss a particular issue(s), then please make contact via ParentLine so that matters can be taken forward as appropriate.

Please note that in the unfortunate event that you are unable to attend, then the relevant department will make contact with you should there be any concerns requiring discussion.

I look forward to welcoming you on the evening.

Yours sincerely

Mrs Duckworth
Progress Leader for Year 11

Believe.....