

RIPLEY ST THOMAS

CHURCH OF ENGLAND ACADEMY

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January 2019

Dear Parents,

Year 11 Parents' Consultation Evening: Thursday 17 January 2019

I hope you will be able to attend this event, the second of our Yr11 Parents' Evenings, which will run from 5pm until 8pm on Thursday 17 January 2019.

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 7:00pm, following which I will be available for "drop in" appointments in room MA8. Mr Greenhalgh (Assistant Progress Leader) will also be available for "drop in" appointments during the evening, and he will be based in Mr P Wilson's office (next to Mrs Casson's office) located opposite the dining room hatch.

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

Mr R Wilson
Progress Leader for Year 11

Believe.....

Principal Mr M Wood
Chair of Governors Mrs J Garnett

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