



Ref: U:\HOY\7\Parents evening
24 March 2015

Dear Parent

I am writing to inform you of arrangements for the Year 7 Parents' Evening on Wednesday 15 April, between 4.30pm and 7.00pm and Year 7 Examinations which begin on Monday 11 May and end on Friday 22 May.

Students are expected to make appointments with staff and record them in their planner to provide you with a schedule for the night. Staff may also ask to see you, and will make an appointment through your son. This has been found to be the most efficient method of making appointments since you can make your son aware of any time restrictions on your availability and he can book accordingly. This system also encourages him to take responsibility for his learning, and promotes skills of communication and organisation in your son.

Consultations are of five minutes duration. Should there be an issue which will require more time than this, may I request that you contact me and a separate appointment can be made.

Due to time pressures and teaching duties, it is unlikely that I will be able to see you without an appointment on 15 April. However, if you do need to speak with me, and I do not have free slots on my schedule, please feel free to arrange a 'call-back' by contacting the School Office.

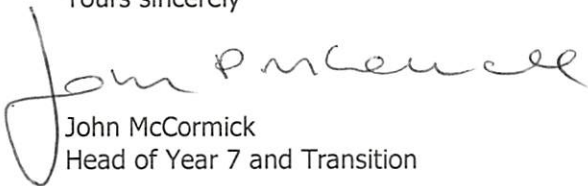
Year 7 examinations will start on the 11 May and end on Friday 22 May. All assessments will be carried out during normal timetabled lessons. The exams will cover work carried out over the whole year and not just the most recent work.

Students will be told when exams will take place and provided with information on content by their subject teachers and this should be recorded in the planner to assist with revision. Further information on content and format of the examinations will be sent to parents next term.

We have been made aware that Lincolnshire County Council may be doing road works on Brook Street during the first week back after Easter. Consequently, parking will not be available on the school site.

Please complete the reply slip on the bottom of this letter and return to the School Office, via your son, by Friday 27 March 2015.

Yours sincerely


John McCormick
Head of Year 7 and Transition

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Return to: Form Tutor by Friday 27 March

I/we* will/will not* be attending the Year 7 Parents' Evening on Wednesday 15 April.

Student Name: Form: 7.....

Signed: (Please Print Name):

*Please delete as appropriate