



Ref: U:\HOY\7\Parents Evening  
20 January 2017

Dear Parent/Guardian

I am writing to inform you of arrangements for the Year 7 Parents' Evening on Tuesday 7 February, between 4.15pm and 7.15pm.

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 the 7 February. 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.

Please complete the reply slip on the bottom of this letter and return to the School Office, via your son, by Friday 27 January 2017.

Yours sincerely



John McCormick  
Head of Year 7 and Transition

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**Return to: Form Tutor or email [admin@kings.lincs.sch.uk](mailto:admin@kings.lincs.sch.uk) by Friday 27 January 2017**

Student Name: ..... Form: 7.....

I/we\* will/will not\* be attending the Year 7 Parents' Evening on Tuesday 7 February.

Signed: ..... (Please Print Name): .....

\*Please delete as appropriate