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ACTING PRINCIPAL IAN GILLESPIE

18th November 2016

Dear Parent/Carer

Year 11 Parents' evening Thursday 8th December 2016

I would like to invite you to attend a parents' evening when you will have the opportunity to talk with subject teachers about how your child is progressing; teachers will also be sharing the results of your child's recent mock examinations and advising on any necessary actions as a result.

We know that every parent is committed to ensuring their child is successful at school, but this is also an opportunity for staff to discuss specific exam preparation for your child in this important year. If you are unable to attend the event please contact your child's Tutor to let them know and we will make alternative arrangements where possible.

The evening will run from 5.00 pm to 7.30 pm and take place in the Hall.

We are continuing to use the online parents' evening booking system as this provides an opportunity to ensure that appointments are made with the teachers that you want to see.

If you do not have access to the Internet please call Reception, on the number above, and the bookings will be made for you.

To make a booking go to www.onlineschoolbooking.com/phil?school=rc or go to the 'Parent consultation' page in the Parents' section of the School website to find the link.

To log in use the details on the enclosed slip and enter them EXACTLY as they appear on the sheet.

Once you have logged in, select the date of the evening, select a teacher and make your appointments. To enable you to get a well-rounded picture of your child's progress please try to make an appointment with each teacher who teaches your child. These names will be on the timetable your child will have stuck in their planner.

We will close the appointment page the day before the session and print appointment sheets for parents and teachers that will be distributed on arrival.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Gillespie', with a horizontal line underneath.

Ian Gillespie – Acting Principal