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ACTING PRINCIPAL IAN GILLESPIE

11<sup>th</sup> April 2017

Dear Parent/Carer,

**Year 11 Parents' evening – Wednesday 19<sup>th</sup> April 2017**

I would like to invite you to attend a parents' evening where you will have the opportunity to talk with subject teachers about how your child is progressing at this critical time.

We know that every parent is committed to ensuring their child is successful at school and this is a good opportunity for you to raise any queries you may have. The evening will run from 5.00 pm to 7.30 pm and take place in the Milligan Theatre.

To make a booking via our online booking system please go to:

[www.onlineschoolbooking.com/phil?school=rc](http://www.onlineschoolbooking.com/phil?school=rc): Alternatively you can 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 appointment. To enable you to receive a well-rounded picture of your child's progress this year, please try to make an appointment with each teacher who teaches your child. These names will be on the timetable your child will have in their planner.

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

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