

3 November 2011

To: Parents of all Year 13 Students

Dear Parents

**Year 13 Subject Consultation Evening
Wednesday 16th November 2011, 5 – 7 pm**

Subject teachers will be available to further discuss your son or daughter's progress check on the evening of Wednesday 16th November, from 5 - 7 p.m. I very much hope that you will be able to attend. I shall also be available for consultation, as will other senior members of staff.

Students will be requested to make appointments (at mutually convenient times) with the subject teachers concerned. I hope you will bear in mind that some staff teach a very large number of students in this year group, and that meetings must by necessity be kept to no more than seven minutes in length. We are expecting your son/daughter to come along with you if at all possible and for them to bring a means of recording advice and targets.

Yours faithfully

Mr A Sherlaw
Head of Year 13

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Name of Student

Tutor

Name of Teacher	Subject	Time

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Name of Student

Tutor

Name of Teacher	Subject	Time

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Teacher's Appointment Sheet

Time	Name of Student	Comments
5.00		
5.07		
5.14		
5.21		
5.28		
5.35		
5.42		
5.49		
5.56		
6.03		
6.10		
6.17		
6.24		
6.31		
6.38		
6.45		
6.52		
6.59		

Year 13 Tutors

Year 13 Subject Consultation Evening
Wednesday 16th November 2011

5.00 - 7.00 pm

Please announce at registration and ensure that each student receives a letter and appointment sheet. They should proceed with making appointments with staff themselves and take the letter home to their parents. This is particularly important for those identified in intervention groups, but also for any students with 3-5 ratings in their progress checks.

Thank you.

Andrew Sherlaw