



Headteacher: Mrs L Ayling BA (Hons) NPQH

October 2017

Dear Parents/Carers

**Year 7 Progress Day – Thursday 16 November 2017**

We would like to invite you into school on Thursday 16 November for a meeting with your daughter's Form Tutor. This is an opportunity to discuss how your daughter has settled at Prenton and the progress she is currently making at school. During your appointment you will receive information about her progress so far, a record of rewards earned, her attendance and punctuality. This will be a very valuable meeting and will enable you to support your daughter to make great progress at school. You may also request to meet with your daughter's Progress Leader, Ms. Roberts or the Special Educational Needs Coordinator, Mrs McGarry. Please indicate on the reply slip if you require an additional meeting.

The meetings will be held in the main hall and will last for 10 minutes at a time that is convenient to you. Two time slots are available. Please indicate on the reply slip which session is most suitable for you in order of preference, 1 being the most favoured slot. Appointments will be allocated on a 'first come, first served' basis, therefore please return your slip no later than **Monday 6 November 2017**.

After returning the attached reply slip your daughter will be issued with an appointment card with the finalised time.

We do hope you can join us on Thursday 16 November and look forward to welcoming you to school.

Yours faithfully

Mrs A Roberts  
Year 7 Progress Leader

**Reply Slip**

**YEAR 7 PROGRESS DAY Thursday 16 November 2017**

Student's Name: \_\_\_\_\_ Form: \_\_\_\_\_

- **Please indicate your order of preference by placing 1 or 2 in the boxes below. If you have no particular preference please tick the 'anytime' box.**

(Your precise time will be sent to you as soon as possible).

2:00-4:00	4:30-7:00	anytime

- **Please complete the following if required:**

In addition to my daughter's Form Tutor I would like the opportunity to speak to: (tick as appropriate)

- Ms Roberts (Progress Leader)
- Mrs McGarry (SENCO)

Parent/carer name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

By signing this letter, I am confirming that I have parental responsibility for the child named.