



Headteacher: Mrs L Ayling BA (Hons) NPQH

December 2017

Dear Parents/Carers

Year 10 Progress Day – Thursday 18 January 2018

We would like to invite you into school on Thursday 18 January for a meeting with your daughter's Form Tutor. This is an opportunity to discuss how your daughter has settled into Year 10 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. Her Form Tutor will also share the procedures relating to Work Experience, which will take place in July 2018.

This will be a very valuable meeting and will enable you to support your daughter to achieve her very best at school, I will also be available throughout the day should you wish to make an appointment to meet with me. In addition, Mrs Major who is leading the SEN meetings for Year 10 students, will also be available between 2pm and 7pm. If your daughter has additional support in English and Maths and you would like an additional meeting with Mrs Major, please indicate on the reply slip.

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 **Wednesday 10 January**.

After returning the attached reply slip your daughter will be issued with a card indicating the time of your appointment.

We do hope you can join us on **Thursday 18 January** and look forward to welcoming you to school.

Yours faithfully

Ms C Craven
Year 10 Progress Leader

Reply Slip – Please return no later than Wednesday 10 January

YEAR 10 PROGRESS DAY Thursday 18 January 2018

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 Craven (Progress Leader)
- Mrs Major (Assistant 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.