

25th September 2009

KS3 'Parents' Consultation – Years 7 and 8
Wednesday 7th October 4.00 – 6.00pm

Dear Parents,

You will already know from our newsletter that the first of this year's parents' consultation meetings will be held on **Wednesday 7th October**. This initial meeting will be informal and is an ideal opportunity to meet your child's form tutor at an early stage in the year.

Your child's form tutor, who is responsible for his/her day-to-day welfare and progress, will be available in the **main building from 4.00pm until 6.00pm**. The timing is planned to give you an opportunity to visit the school immediately after the end of the afternoon session, accompanied by your child.

Although the emphasis is intended to be pastoral in nature, concentrating on how your child is settling into their new year group, we do hope you will come along and join us for a cup of tea or coffee, if only to 'put a face to a name'.

To help us with our arrangements on the evening, please return the reply slip below to your child's form teacher, as soon as possible.

If you have a more private, specific concern, individual appointments can be made, or if you urgently require a formal discussion with a form tutor, please contact the school in the usual way for an alternative mutually convenient appointment.

I look forward to seeing you on 7th October.

Yours sincerely

I. Mitchell
(Head Teacher)

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To: Mr Mitchell, Etonbury Middle School.

Name of child Form

I shall/shall not (*please delete*) be attending the parents' evening on Wednesday 7th October 2009.

Kindly circle your preferred timing below:

4.00 - 4.30; 4.30 – 5.00; 5.00 – 5.30; 5.30 – 6.00.

If you require a private appointment please tick here

Signed

Parent/Guardian