

JMM/mo/TW
21st Jan 2010

«Parental_Salutation»
«Apartment» «HouseName»
«HouseNumber» «Street»
«Town»
«County»
«Postcode»

Dear «Parental_Salutation»,

I am writing to inform you that our Year 10 Parents' Consultation Evening will take place on Thursday 4th February 2010 from 4.30pm to 8pm.

During this evening you will be able to see «Forename»'s form tutor and subject teachers and discuss how well «heshe» has settled into «HisHer» GCSE courses. We would expect «Forename» to accompany you to this evening and **full school uniform** must be worn.

Attached to this letter is an appointment sheet for the consultation evening. Please ensure that the top section of this form is completed and signed by you. «Forename» will then be expected to arrange appointments with «hisher» teachers. Please note that these appointment times are five minutes each and it is important to keep to this for the evening to run smoothly.

If you are unable to attend this evening would you please sign and return the sheet so that we know that you have received this invitation.

We look forward to seeing you on the 4th February.

Yours sincerely



J Marsh
Senior Head of House