

9 January 2019

Dear Parent/Carer

**Re: Parents Evening on 17 January 2019**

Our first parents evening for Year 7 - 9 is taking place on Thursday 17 January 2019. Attendance is compulsory and you should come with your son/daughter in full school uniform. This is an excellent opportunity for you to speak to the teachers of your son/daughter, discuss their progress and identify areas to work on to enable them to make the most progress over the next academic year.

School will end at the earlier time of 12:30pm on this day. The Parents Evening will then begin at **1.30pm and close at 6:30pm.**

The event will be split into three time slots during which parents/carers are able to see their child's teachers.

These are as follows:

1:30pm – 3pm  
3:15pm – 4:45pm  
5:00pm – 6:30pm

Please be advised that we will be operating a **first come first served basis for appointments.** When you arrive at the academy, you will be asked to register and then you will be free to see your child's teachers in any order you deem preferable. Please be advised that teachers will not be available in between the time periods specified above.

I look forward to seeing you on 17 January 2019.

Yours sincerely



**Alexander Lewis**  
Acting Principal

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