

19<sup>th</sup> December 2016

CPS/VLU/PTDAY17

Dear Parents/Carers

**Parent/Carer - Teacher Day for Years 11 and 13 - Wednesday 11<sup>th</sup> January 2017**

We are writing to inform you about arrangements for our Parent/Carer - Teacher Day on Wednesday 11<sup>th</sup> January 2017.


**Please note that the Academy will be closed on this day for normal lessons.** Work will be set for students in Years 7 – 10 and 12 to complete at home and bring to their next lesson. This is to allow parents/carers with students in Years 11 and 13 to meet with subject teachers, to review progress and plan the next steps to achieving the best possible examination grades.

Parents/carers with students in Years 11 and 13 should note the following:

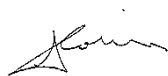
- Students should attend meetings with **ALL** of their teachers.
- Students must wear full academy uniform if in Year 11 and full business dress if in Year 13.
- Appointments will be available between 8.15 a.m. and 7.00 p.m. - appointments will be made by students in the usual way, on an appointment sheet, issued by the Tutor.
- Appointments will last for approximately 15 minutes.
- Meetings will take place in the subject teacher's room.

We look forward to meeting you on the 11<sup>th</sup> January 2017 and continuing our work together to ensure the best possible outcomes for all of our students.

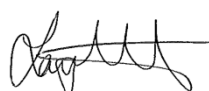
Yours faithfully



Sharon Waterman  
Trust Principal



Julia Collins  
Chaucer & Darwin College Principal



Faye McGill  
Brunel & Da Vinci College Principal