

4th January 2016

CPS/VLU/PTDAY16

Dear Parents/Carers

**Parent/Carer - Teacher Day for Year 11, 12, 13 and 14 students only
Wednesday 13th January 2016**

We are writing to inform you about arrangements for our Parent/Carer - Teacher Day on Wednesday 13th January 2016.

Please note that the Academy will be closed on this day for normal lessons. Work will be set for students in Years 7 – 10 to complete at home and bring to their next lesson. This is to allow parents/carers with students in Years 11, 12, 13 and 14 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, 12, 13 and 14 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 Post 16.
- 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 next week and continuing our work together to ensure the best possible outcomes for all of our students.

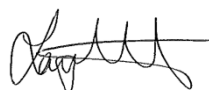
Yours faithfully



Sharon Waterman
Trust Principal



Julia Collins
Chaucer & Darwin College Principal



Faye McGill
Brunel & Da Vinci College Principal