

23<sup>rd</sup> January 2017

CPS/VLU/YR10AFTN080217

Dear Parents/Carers

**Year 12 Parent/Carer - Teacher Afternoon - Wednesday 8<sup>th</sup> February 2017  
2.30 pm onwards**

We write to inform you about the arrangements for the above event which is an opportunity for parents/carers to meet subject teachers to discuss progress to date to ensure Year 12 students have made a positive start to their Post 16 studies.

Please note the following:

- Students should arrange and attend interviews with **ALL** of their subject teachers by completing the attached appointment list with their teachers in advance of the afternoon.
- Students must wear Post 16 Business Dress.
- Appointments will be available between 2.30 p.m. and 7.00 p.m. Appointments will be made by students in the usual way, on an appointment sheet, issued with this letter by the Tutor.
- Appointments will be brief but focussed and therefore should last for approximately 10 minutes.
- Meetings will take place in the subject teacher's room.

We look forward to meeting you next month and continuing our work together in ensuring the best possible outcomes for all of our students.

Yours faithfully

Yours faithfully



Sharon Waterman  
Trust Principal

Melanie Lester  
Director of Learning Post 16