

9th October 2018

CPS/VLU/PTDAY18

Dear Parents/Carers

Parent/Carer - Teacher Day for Year 13 - Wednesday 17th October 2018


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 13 students have made a positive start to the final year of their Post-16 studies.

Please note the following:

- Interviews should be made with **ALL** of subject teachers. If a student has more than one teacher for a subject, please arrange an interview with the main class teacher.
- You may wish to make an appointment to see your child's tutor.
- Students must wear Post-16 Business Dress.
- Appointments will be available between 8.30 a.m. and 7.00 p.m. Bookings are made online via My Child at School (MCAS) - please see the booking instruction sheet attached to this letter.
- The MCAS booking system will be live from 4:00 p.m. on Wednesday 10th October 2018 and will close at Midnight on Tuesday 16th October 2018.
- Appointments will last for approximately 5 to 10 minutes.
- You will be advised of rooming upon arrival.

We look forward to meeting you on Wednesday 17th October 2018 and continuing our work together in ensuring the best possible outcomes for all of our students.

Yours faithfully



Julia Collins
Principal