

15<sup>th</sup> December 2017

CPS/VLU/PTDAY18

Dear Parents/Carers

**Parent/Carer - Teacher Day for Year 13 - Wednesday 10<sup>th</sup> January 2018**

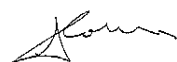
We write to inform you about the arrangements for the above event which is a follow up from the Parent/Carer Teacher Day held on Wednesday 18<sup>th</sup> October. This is another opportunity for Parents/Carers to meet subject teachers to discuss progress to date as well as results from the recent Pre Public (mock) exams to ensure Year 13 students are on track for their final examinations in just a few months time.

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 day
- Students must wear Post 16 Business Dress
- Appointments will be available between 8.00 a.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 last for approximately 10 minutes
- Meetings will take place in the subject teacher's room

We look forward to meeting you on the 10<sup>th</sup> January 2018 and continuing our work together in ensuring the best possible outcomes for all of our students.

Yours faithfully



Julia Collins  
Academy Principal



Lee Forcella-Burton  
Director of Learning, Post-16