



Dear Parents/Carer

Year 8 Parents' Evening

We are pleased to invite you to Year 8 Parents' Evening. Parents' Evening will take place on **Thursday 2nd May from 4-6:30pm.**

- We will be operating an appointment system and attached to this letter is a sheet which your child will be using to arrange appointments on your behalf with his/her teachers. Please make sure you give this sheet to your child to make the appointments for you and that he/she knows which times you would prefer.
- In order to accommodate as many as possible, the appointments are for five minutes and it will help considerably if you are able to keep to this schedule. It will also help you if appointments are arranged with gaps between to allow you to move from one appointment to the next.
- Please remember to bring the completed appointment sheet with you on the night.

Please complete the reply slip below to indicate whether you will be able to attend.

If you cannot attend on the evening:

Please also indicate below if you are unable to attend on the evening. If this is the case we may be able to arrange a time in school when you could see the Head of Year who could give you information about your child's progress.

Problems such as absence from school on the day or lost appointment sheets can all be solved if you contact us.

Yours faithfully,

Mr B Reece
Head of Key Stage 3 Pastoral
Physical Education Teacher
Greatfields School

Please return this slip to the front office by Tuesday 30th April 2019.

Student Name _____ Form _____

- We will be attending parents' evening.
- We will not be attending parents' evening

