

November 2015

Dear Parent/Carer,

Re: Year 10 Subject Parents' Evening

I am writing to invite you to attend the Year 10 Subject Parents' Evening on either:

Wednesday 25th November 2015 (5 – 7.30 pm) or Tuesday 1st December 2015 (5 – 7.30 pm)

Throughout the evening you will have the opportunity to meet the subject teachers to discuss the progress of your son/daughter and agree target grades.

We encourage you to make appointments with each subject teacher using our internet-based booking system. The enclosed sheet explains how to access the system and gives your log in details. It also includes key summary points, although each screen you go through explains what to do. If you do not have access to the internet could you please contact the college on 0116 2881611 and ask to speak to Mrs A Merriman or Mr I Robinson. Appointments will be booked for you whilst you are on the telephone. **As some teachers will become fully booked we recommend that you book your appointments as soon as you can. The final opportunity for making bookings will be 12 noon on Wednesday 18th November.**

As a college we encourage your son/daughter to attend with you to enable us to work together to achieve success. If you are unable to attend either evening could you please complete and return the below reply slip to Mr I Robinson via your son/daughter's Group Tutor by **Wednesday 18th November**. Alternatively, drop an email to Mr I Robinson at irobinson@wigstoncollege.org.

We look forward to meeting you at one of these important evenings for your son/daughter. A recording sheet for your use throughout the evening should be collected as you arrive and a copy of your appointment schedule will be available in case you do not have them with you.

Yours sincerely



Miss S Cox
Principal

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To: Mr I Robinson via your son/daughter's Group Tutor

I am **unable to attend** either Year 10 Subject Parent Evening

Student Name: _____

Tutor Group: _____

Parent / Carer Name: _____

Parent / Carer Signature: _____

Date: _____