

Regency High School

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Tuesday 8th October 2018

Dear Parents and Carers,

Parents' and Carers' Evening –Wednesday 17th October 2018

We are holding a Parents' and Carers' Evening on Wednesday 17th October between 4pm and 7pm. This will offer parents and carers an opportunity to talk to all staff who teaches their child and to give an update on their progress.

Parents and carers will be able to come at any time during the above timings and talk to some or all of the staff teaching their child. Meetings with each member of staff will be available in five minute slots; if issues arise which require a longer discussion parents and carers will be able to make an additional appointment at a later date.

Teachers will be located in the school hall. Appointments will not be pre-booked and parents and carers will be able to see different members of staff on a flexible basis.

We are also keen for parents and carers to have a chance to talk to other professionals working with students in school. There will therefore be an opportunity to meet Tom George (Careers Advice, Guidance and Support) and Kelly Gardner, (Wellbeing Team).

Students are very welcome to come to this meeting with their parents and carers. Please complete the form below and return to school by Monday 15th October to indicate whether you would like to attend. If you have any queries please do not hesitate to contact me on 01905 454828.

Please see the back of this letter for subject teachers that teach your child.

Yours sincerely,

S. Harding
Headteacher.

I / we are able / unable to attend the Parents' and Carers' Evening on Wednesday 17th October, 2018.

Signed _____

Parent / Carer of _____ Class _____