

19th October 2016

Dear Parent/Guardian

Year 11 Consultation Evening

We are holding a Year 11 Consultation Evening (Parents' Evening) on Thursday 27th October 2016 at Marsden Heights Community College, at which you will be able to discuss your child's progress with his or her teachers.

The evening will run from 4.30pm to 7.30pm. Your child has a booking sheet on which to make appointments with individual staff. Please tell your child what time you will be able to attend.

There will be members of the Senior Leadership Team available to speak to as well as the Head of Year, Mrs Blackey and Mr. Goulding, Head of Upper School.

Whilst we make every effort to keep to the appointment times this can prove very difficult. I would ask that you arrive in good time so that you are able to see all of the teachers with whom you have appointments before 7.30 pm.

Please could you complete the attached data collection sheet and return it with the reply slip below.

If you require any further information, please contact Mrs Blackey at the college.

Yours sincerely

I C Adlington
Headteacher

Reply Slip: to be returned to your child's Form Tutor

I will/will not be able to attend the Year 11 Consultation Evening with my child.

Student Name..... Form.....

Signed..... Parent/Guardian