



Brayton
Academy

Head of School: Al Moon BSc MEd NPQH

Brayton Academy
Doncaster Road, Selby, North Yorkshire, YO8 9QS
T: 01757 707731
F: 01757 213389
info@braytonacademy.org.uk
www.braytonacademy.org.uk

SDA/JED
21st November 2018

Dear Parent/Carer

Year 11 Parents' Evening – Thursday 6th December 2018

I would like to take this opportunity to invite you to attend the Year 11 Parents' Evening which will be held on the evening of **Thursday 6th December 2018**. The evening will commence at 4.30pm and finish at 7:00pm.

I cannot stress enough, the importance of clear communication between subject teachers and parents or carers; it is an invaluable opportunity for you to discuss the progress that your child is making in their subjects and to seek advice about how you can support them in achieving their full potential.

In addition to appointments with subject teachers, there will also be an opportunity to speak to members of other school support teams. Whilst these staff do not usually require an appointment time, it would be helpful if you could indicate whether or not you would like to meet with them on the evening by completing the reply slip below.

Please make sure that:

1. Your son or daughter knows what time you are able to attend.
2. He/she is making appointments with all necessary teachers – These can be recorded in the student planner.
3. He/she **leaves 5 minutes between appointments** to allow you time to move between teachers.
4. **Your reply slip is vitally important to us in planning how we can support you.** Please make sure it is **returned to Form Tutors** by **Thursday 29th November**.

Yours faithfully

Miss S Davis
Assistant Head teacher/ Director of PD / KS4

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Reply Slip: Please return to FORM TUTOR no later than Thursday 29th November 2018.

Student Name: **Form:**

Year 11 Parents Evening Thursday 6th December 2018

I/we will be attending I/we are unable to attend

I would also like the opportunity to speak to staff from the following support teams (please indicate):

The S.E.N. team The Attendance Team Director of Key Stage

I hope to attend between ____: ____ pm and ____: ____ pm

Parent/Carer: (Please sign) **Date:**