



Brayton
Academy

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JPI/jbr

21st January 2019

Dear Parent/Carer

Year 7 Parents' Evening – Thursday 31st January 2019

I would like to take this opportunity to invite you to attend the Year 7 Parents' Evening which will be held on the evening of **Thursday 31st January 2019**. The evening will commence at 4.30pm and finish at 6.30pm.

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 **Monday 28th January 2019**.

Yours faithfully

Mrs J Pirie
Director of Safeguarding/ Year 7, 8 & 9

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Reply Slip: Please return to FORM TUTOR no later than Monday 28th January 2019

Student Name: **Form:**

I will/will not be attending the Year 7 Parents Evening Thursday 31st January 2019

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

The Attendance Team Director of Key Stage

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

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