



Pensby High School
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Headteacher: Mr K Flanagan

31 October 2016

Dear Parents/Carers

YEAR 12 & 13 PARENT – TEACHER CONSULTATION

You are invited to attend school on **Thursday 17 November 2016** to meet your child's subject teachers and discuss their progress. Key Pastoral staff will also be present for you to discuss any issues with. Can you please indicate on the form below if you are able to attend and return it to your child's form tutor.

The session will be from 4.30pm to 7.00pm and will be organised on an appointment system. Your child will receive an appointment card prior to the session and will be expected to make the appropriate appointments with his/her teaching staff.

There will be no limit on the number of staff you can see, so please ensure that your child arranges appointments with all their subject teachers. If, due to illness, a member of staff is not able to attend on the day there will be a notice to that effect at the signing in/out desk. You will be able to contact the staff via email in this case.

This is a very important time in your child's school life and we would encourage you to make every effort to attend. On arrival we ask that parents/carers only park in a designated parking bay; if you are unable to find one in the upper car park we request that you park in the lower one, which is accessible via the one way system. Please then come to reception and sign in and collect a staff location map: a feedback/evaluation questionnaire and data sheet, if appropriate. We would be very grateful if these are completed and returned when you sign out.

Students are encouraged to accompany parents/carers on the evening, however we would ask that he/she comes in school uniform.

Yours sincerely

K Flanagan
Principal

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PENSBY HIGH SCHOOLS YEAR 12 & 13 PARENTS – TEACHER CONSULTATION – Thursday 17 November 2016

I/We will/will not be able to attend the Parents' Consultation Evening on the above date.

Name of Student: Form:

Signed: (Parent/Carer) Date:

Please return to Form Tutor as soon as possible