



Pensby High School
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Headteacher: Mr K Flanagan

11 October 2016

Dear Parents/Carers

Year 7 Parents and Tutors Evening

On Thursday 3 November 2016 we will be holding a Parents' Evening between 4.30pm and 7.00pm for parents/carers of pupils in Year 7.

The purpose of the meeting is to give parents/carers an opportunity to meet their child's form tutor, hopefully exchange any important information and address any queries or possible problems. Although no subject tutors will be present, senior staff, Mrs Theobald and members of the pastoral team will be available should you wish to speak to them.

To minimise waiting time we have set up an appointments system. Please indicate, on the attached reply slip, in which half hour period you would like your appointment. We will do our best to accommodate your request. It would be helpful if you could ensure that the reply slip is returned to your child's form tutor by Monday 17 October 2016.

Your child's form tutor will send home a slip of paper confirming your appointment time.

If you have any queries please do not hesitate to contact the school.

Yours sincerely

Mr K Flanagan
Headteacher

Year 7 Parents and Tutors Evening - Thursday 3 November 2016

Name of Student..... Form

I will / will not be attending the above evening.

I would like an appointment during the following times please.....

Signed..... Date

PLEASE RETURN THIS FORM TO YOUR CHILD'S FORM TUTOR