



10th September 2014

Dear Parent/Carers,

On Tuesday 9th September 2014, Cardinal Pole held a Parents Evening for Year 11.

Unfortunately, I note you were unable to attend. As a school we appreciate that parent/carers circumstances and other commitments may prevent people from attending events such as this.

You are therefore invited to a further opportunity to meet with me on **Tuesday 16th September 2014** where you can discuss your child's progress. I will be available from **4.30 until 7pm**.

This is a vital opportunity for you to speak to me and your child's teachers about progress and achievement. You will also have the opportunity of discussing the Assessment Data collected at the end of the summer term with the individual subject teachers.

Year 11 is a vital time in regards to classwork, coursework and controlled assessments. Parents' Evening is a chance to ensure the progress is being made ensuring your sons/daughter success in the summer of 2015.

Please complete the tear off slip below that presents you with an opportunity to confirm you will be present at this event.

Yours sincerely,

Mr O'Donoghue

Assistant Headteacher & Head of Learning

I will / will not be able to attend the meeting with **Mr O'Donoghue on 16th September 2014**.

I can attend from:

4.30pm-5pm

6pm – 6.30pm

5pm-5.30pm

6.30pm – 7pm

5.30pm – 6pm

7pm – 7.30pm

Student Name: _____ **Form** _____

Signed Parent/Carer _____