



24th November 2014

Dear Parent/Carer,

Year 7 Parents' Evening – Tuesday 2nd December 2014

There was an error regarding the date of the Year 7 Parents Evening in the letter sent home to you last week. I can confirm that the Year 7 Parents' Evening will take place on Tuesday 2nd December 2014 at the school. Apologies for any inconvenience this error may have caused you.

This is a vitally important evening at which you will be able to meet your child's teachers and discuss your child's start to their secondary school studies. The evening will start at 4.30pm and continue until 7.30pm.

An appointment sheet will be given to your child in order to make appointments on your behalf. Although your child will be able to indicate a preference for times at which you would like to be seen, please understand that there are many parents to see and so it is not possible to guarantee any particular time slots.

Please complete and return the slip below to your child's form tutor to confirm that you will be able to attend. If you are unable to attend please contact me on ext 2147 so that an alternative appointment can be arranged for you.

Yours sincerely,

Ms Szewczyk
Head of Year 7

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Return to Office

Name of Student: _____ Form: _____

I will be attending the Parents Evening

I will be unable to attend the Parents Evening

Name of Parent: _____

Signature: _____



Cardinal Pole Catholic School

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Headteacher: Ms J Heffernan