

July 2009

Dear Parent

I would like to extend an official invitation to all parents of Year 7 pupils to the Year 7 Parents' Evening on Thursday 9th July 2009. The evening takes place between 4.30 pm and 7.00 pm in the main school building and gives you the opportunity to meet subject teachers to discuss your child's performance and progress.

I feel I should draw your attention to the fact that some staff teach more than one year 7 group and therefore may find it impossible to see all parents who request an interview. However, should you be disappointed and feel you have a particular need to see the member of staff, please contact that member of staff directly to make an alternative appointment.

Your child will make appointments on your behalf with all their teachers, where possible, and you will find the times in the front of their personal planner. Each appointment is timed by a bell system, rung every five minutes. There will be form lists available which we would like you to tick on arrival and departure.

If you would like to make an appointment with the SEN Co-ordinator, Miss Biddle, please ask your child to arrange a time with her.

Please can I ask you to return the reply slip below to your child's form tutor as soon as possible and I look forward to welcoming you to the school on Parents' Evening. May I remind you that if your son/daughter comes with you then he/she should be in full school uniform.

Yours sincerely

A Caldwell
Head of House

**COX GREEN SCHOOL
Year 7 Parents' Evening
Thursday 9th July 2009**

I/We will/will not be able to attend the Parents' Evening on 9/07/09

Name of Pupil..... **Form**

SIGNED **(Parent)** **Date**