



JWW/LRG

27 January 2012

To: Parents of all Fourth Year Pupils

Dear Parent,

Fourth Year Parents Consultation Evening – Wednesday 8 February

We look forward to welcoming you to the school on Wednesday 8 February between 5.00 and 8.00 pm in the Theatre Block, to discuss the academic work of your son or daughter with subject teachers.

Your son or daughter should arrange appointment times with the individual subject teachers using the attached consultation slip, and should do this by the end of school on Wednesday 8 February. You may not feel it necessary to see all teachers in all subjects. Some teachers may indicate to your son or daughter that they would definitely like to see you and those appointments will be added to your list. Pupils are encouraged to attend the evening with their parents and should wear school uniform.

Interviews are restricted to 5 minutes. If there are matters that you wish to discuss which will take longer than 5 minutes, please make arrangements to visit the school on another occasion for a private interview. Parking within school is available on the hard playground, but will be limited.

I shall welcome you on the evening, and I ask that you sign out when you leave. I shall also be available to discuss any matters with you. If any issues remain unresolved or questions unanswered, please contact your son or daughter's Form Tutor after the evening.

I hope that you will find the evening both helpful and informative.

Yours sincerely,

J W Watson
Headmaster

Bablake School

Fourth Year Consultation Evening – Wednesday 8 February

Appointment slip – to be retained by the pupil who arranges interview times with the Subject Teacher.

Pupil's Name: _____ Form: _____

I would like to see the following staff between 5.00pm and 8.00pm.

Signed: _____

To be completed by the parent / guardian. (Insert the names of the teachers you wish to see.)	To be completed by the subject teacher. (Appointment times)

Please note:

1. Interviews are restricted to 5 minutes per subject
2. Where possible, there should be 5 minutes between interviews with subject staff, to allow time to move on from one interview to the next.