



HEADTEACHER: MELISSA ROBERTS

LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

CA/hr/Y12 Parents' Evening

17 October 2023

Dear Parent(s)/Guardian(s),

I am writing to invite you to the first Year 12 parents' evening for your child this academic year, which will be held on Thursday 26th October from 3.45pm until 6.45pm. This will be our first in-person whole year group parents' evening since before the pandemic, and we are excited to welcome you back to the school.

During the evening, your child's subject teachers will discuss their progress in their sixth form studies. This is a valuable opportunity for you to meet the teachers and discuss your child's progress so far in Year 12. It is expected for all students to attend alongside their parents and be in full school uniform. They should also bring a notebook to record any important advice given during the meetings.

The evening will start promptly at 3.45pm and conclude at 6.45pm. To accommodate all students, each appointment with a teacher must last no longer than 6 minutes. In order to keep track of time and ensure the smooth running of the event, staff may use a stopwatch at the beginning of each meeting to keep track of time. If you require additional time to discuss a specific issue with a teacher, please provide your contact details to the teacher, and they will reach out to you as soon as possible. The end of the parents' evening will be indicated by ringing a bell at 6:45pm.

If you are unable to attend on the scheduled date, please contact me directly, and we will make alternative arrangements. Your child's teachers will start scheduling appointments with them from tomorrow (Wednesday 18th October).

We would like to express our gratitude for your ongoing support, and Mrs C Cirino, myself, and the entire Year 12 team look forward to seeing you on Thursday 26th October.

Yours sincerely,

Miss C Appleyard  
**Director of Progress**

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