



Heathcote School & Science College

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Headteacher: Emma Hillman NPQH, MSc, MA



JPL / DMS



16th October 2017



Dear Parent / Carer,

Re: Year 11 Parent Evening – Thursday 9th November 2017.



The Parent Evening for Year 11 students will be held on Thursday 9th November 2017 from 5.00pm until 7.30pm. You will have the opportunity of meeting the subject teachers who are teaching your child this year to discuss his/her progress and any concerns you may have.



We are operating an appointments system and you will be allocated a 5 minute time slot with each teacher. Please discuss with your son/daughter if there are teachers you would particularly like to meet with. Please return the bottom half of this letter to Room H123 (Mrs Powell) as soon as possible. Your son/daughter will be given their appointment sheet when the reply slip has been returned. If you are unable to attend this evening and would like to meet with me to talk about your child, please contact me to make an appointment.



Yours faithfully,



Mrs J. Powell
Senior Learning Manager, Head of Year 11



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Please return this slip to Room H123 (Mrs Powell) as soon as possible.



I(print parent / carer name) am the person with parental responsibility and I / we will / will not be attending the Year 11 Parent Evening on Thursday 9th November 2017.



Signed.....Parent/Carer Date.....

Student..... Form.....

