



11th February 2019

Year 8 & 13 Parents Evening

Dear Parents

As is customary at this time of the year, we will be holding a Parents' Evening for Years 8 and 13. This will give staff and parents the opportunity to meet and discuss how pupils are progressing through the year and how we can work together to support them.

The Year 8 and 13 meeting will be from **3.00pm to 6.00pm on Sunday 24th February**. We are looking forward to meeting with you on that day. In response to concerns that some parents were waiting too long to see teachers, we will be using an appointment system and asking teachers to limit meetings to five minutes per pupil. Your son/daughter will arrange appointments with their teachers for you and will bring home confirmation of the times in her/his planner. Teachers will only see those parents who have an appointment before 6.00pm.

Year 8 and 13 pupils are expected to attend, and as this is a formal school event they are required to wear full school uniform.

I understand that you may need to bring another child or children with you. Please kindly note that they will need to stay with you at all times. All of our staff will be busy on this evening so there will be no one available to supervise them.

If you are unable to attend and have matters you wish to discuss regarding your child, please arrange an appointment via the Senior School PA at seniorpa@bisak.org.

Yours sincerely

Leo Gilbert BA (Hons) MA PGCE NPQH
Headteacher: Senior School and Sixth Form

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Please complete and return the slip to your child's form tutor.

Pupil Name: _____ Form: _____

- I will be attending Parents' Evening on Sunday 24th February 2019
 I will **not** be attending Parents' Evening on Sunday 24th February 2019

Parent signature: _____

Parent name (Print): _____