

Dear Parent/Guardian

### **PARENTS' CONSULTATION EVENING**

I should like to invite you to the Parents' Consultation Evening on Thursday 22<sup>nd</sup> June 2017 between 4.00pm and 7.30 pm.

At Crookhorn, we believe in giving parents plenty of opportunities throughout the year to attend a parent's evening. Thursday 22<sup>nd</sup> June is your final opportunity for this academic year.

Staff will be available to discuss your child's progress. We shall be operating a system whereby you can decide which staff you would like to see; your child will make the appropriate appointments for you prior to the evening and record these in their planner. Staff will also request appointments to see parents of individual students in some circumstances to discuss concerns with progress. Each appointment is timed for five minutes and I would ask that you keep to this limit in order to avoid lengthy delays as the evening progresses. Students have been reminded to leave five minutes between appointments for movement between staff.

If you would like to speak with me during the evening, I and my Deputy will be available for a 'drop-in' appointment throughout the evening. The appointments will be made in 10 minute intervals, if you require a longer appointment, please mention this when you contact us. Please either telephone Mrs Rachel Murray on 023 92 251120 ext 225 or email: [admin@crookhorn.hants.sch.uk](mailto:admin@crookhorn.hants.sch.uk).

We look forward to seeing you on Thursday 22<sup>nd</sup> June. Please complete the reply slip below and return it to your child's tutor by Monday 5<sup>th</sup> June 2017 at the latest.

Yours sincerely

Mrs S Bennett  
Headteacher

---

*Please return reply slip to form tutor by Monday 5<sup>th</sup> June 2017*

### **PARENTS' CONSULTATION EVENING**

Student's name: \_\_\_\_\_ Form: \_\_\_\_\_

\*I / We will be attending the Parents' Consultation Evening on Thursday 22<sup>nd</sup> June 2017.

\*I / We are unable to attend the Parents' Consultation Evening on Thursday 22<sup>nd</sup> June 2017.

\*Please delete as appropriate

Signed: \_\_\_\_\_ Parent