



Our Ref: GCO/THO/ABR/JBR

30<sup>th</sup> June, 2017

<<Addressee>>  
<<Address Block>>

Dear <<Salutation>>,

**Re: 'Class of 2021'/Year 7 Parent/Carer Consultation Evening  
Thursday, 13<sup>th</sup> July, 2017 (3.45 p.m. – 6.45 p.m.)**

I am writing to invite you to our 'Class of 2021'/Year 7 Parent/Carer Consultation Evening. This will give you the opportunity to meet <<forename>>'s subject teachers and the Year 7 Progress and Development Leader, Mr Cornwell.

During the evening <<forename>>'s teachers will discuss with you the progress they have made in their learning and the 'next steps' needed to realise their potential.

I would be very grateful if you would confirm your attendance to our 'Class of 2021'/Year 7 Parent/Carer Consultation Evening, by completing the slip below and ask <<forename>> to return this to Student Services by Wednesday, 5<sup>th</sup> July, 2017.

Please be aware that the 'Class of 2021'/Year 7 Parent/Carer Consultation Evening will be taking place on the ground floor of the College in the Science and Technology areas. Parent/Carers will also be able to collect their child's Full Written Report when they sign in on their arrival. These reports can only be issued to parents/carers.

I look forward to seeing you on the 13<sup>th</sup> July, 2017.

Yours sincerely,

Mr G L Cornwell  
Progress and Development Leader, Year 7

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***(Please return to Student Services by Wednesday, 5<sup>th</sup> July, 2017)***

**'Class of 2021'/Year 7 Parent/Carer Consultation Evening  
Thursday, 13<sup>th</sup> July, 2017 (3.45 p.m. – 6.45 p.m.)**

Student:<<Forename & Surname>>

Year/Form: <<Reg>>

I **will** be able to attend

I **will not** be able to attend

Signed: \_\_\_\_\_ (Parent/Carer)