4 January 2017

Dear Parent / Carer

**Year 7 Parents’ Evening – Thursday 19 January 2017 (3:45pm – 6:45pm)**

We would like to inform you of the Year 7 Parents’ Evening which will be taking place on Thursday 19 January 2017 from 3:45pm to 6:45pm.

The purpose of the evening is to discuss the progress your child has made in each subject area since they started at St Joseph’s College. As your son will have received a copy of his latest academic progress report in December, Parents’ Evening arrives at an extremely important and crucial time. Meeting the subject teachers of your child will enable you to identify the successes your son has made and also discuss the areas he needs to work on in order to ensure the best outcomes for this academic year. This information will be extremely pertinent in supporting your child with their studies and independent learning at home.

It is best if your son can also attend, in school uniform, so that they can be a part of the learning discussion. Please be aware that you will need to see a teacher from all of your son’s subject areas. Where they have multiple teachers for a subject, please just see the main member of staff as they will be able to provide you with an overview of their progress.

Parents and teachers will need to keep to five minute slots to ensure all parents have a chance to meet all of their son’s teachers and to ensure the smooth running of the evening for all parents. ***Should you feel that you need more than a five minute discussion with a class teacher please arrange a meeting time outside of Parents’ Evening*.**

Appointments to see teachers do not need to be made in advance. There will be a map on the evening directing you to where each member of staff will be located. Ms Pascal, the Special Educational Needs Co-ordinator at St Joseph’s College, will also be available on the evening should any parent want to meet with her to discuss the progress of their son. If there are any issues please contact me in advance of this evening at [nmills@sjc.ac](mailto:nmills@sjc.ac).

Please could you complete the slip below to confirm your attendance at the Parents’ Evening and return it to your son’s tutor by Monday 9 January 2017. On behalf of the Year 7 tutor team, Head of Year 7 and senior staff, I look forward to seeing you on Thursday 19 January 2017 at this extremely important Parents’ Evening.

Yours faithfully

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Mr N Mills

Head of Year 7

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**Year 7 Parents’ Evening – Thursday 19 January 2017 (3:45pm – 6:45pm)**

Please complete and return to your son’s tutor by Monday 9 January 2017.

I / We\* will be able / unable\* to attend the above evening. (\*delete as applicable)

|  |  |
| --- | --- |
| Name of student: | Form: |
| Signed: ………………………………………………………………………………………………..  Parent/Carer | Date: …………………… |