



18th June 2018

Dear Parent/Carer,

**Student Progress Review Meetings Wednesday 11<sup>th</sup> July 2018**

We will be holding student progress review meetings on 11<sup>th</sup> July.

We will be issuing the current student progress report to parents and carers on that date. There will be an opportunity for a face-to face meeting with a member of your child's form group staff team. Alternatively, if you are unable to attend, the progress report will be sent home to parents and carer. The appointments will run from 3.30pm – 5.15pm and you will have a 15 minute slot.

The progress report will also be available to view online using Classroom Monitor.

School will close to students at the usual time of 3.15pm. If you wish your child to be in attendance at the review, and do not wish your child to go on transport, please arrive at school at 3.15pm as we will be unable to supervise them.

If you wish to book an appointment, please complete the attached timetable by indicating your first and second preferences. We will obviously try to accommodate as many preferences as we can. Please also indicate if you are unable to attend.

The Wellbeing and Speech & Language staff will also be available, but only for appointments before 4.15pm. If you would like this additional appointment please indicate on the attached form. These will be allocated on a first come first served basis although we will try to accommodate as many as possible.

Please return the completed form by **29<sup>th</sup> June 2018**

Once we have completed the timetable, we will advise you of your 15 minute timeslot. Please do not hesitate to contact the school in the meantime if you require anything further.

Kind Regards

Emma Sullivan  
Principal

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## Parent Review Meeting 11<sup>th</sup> July 2017

Student Name \_\_\_\_\_

Time Slot	First Preference	Second Preference
3.30 – 3.45		
3.45 – 4.00		
4.00 – 4.15		
4.15 – 4.30		
4.30 – 4.45		
4.45 – 5.00		
5.00 – 5.15		
5.15 – 5.30		

Wellbeing/Speech & Language appointment requested	
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I am unable to attend and would like my child's report sending home	
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My child will <b>not</b> be going home on Transport	
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