

15<sup>th</sup> December 2010

Dear Parent

**Re: Year 9 Parents' Evening - Thursday 13<sup>th</sup> January 2011**

On **Thursday 13<sup>th</sup> January 2011** we are holding a Year 9 Parents' Evening between **4.30pm and 8.00pm**. The purpose of the evening is to enable you to meet teachers and to get feedback on your son's/daughter's progress so far. We are also keen to elicit parental views about the Academy. Therefore, we will be asking you to complete a Parent Questionnaire during your visit, which is part of a wider survey of staff, students and parents.

A week prior to the Parents' Evening your son/daughter will be given an appointment sheet by his/her tutor. He/she should make a five minute appointment for you to meet with each of his/her subject teachers and tutor. Please check this has been completed as we do not want you to be disappointed if the correct appointments have not been made for you. If, for whatever reason, you are unable to see the person you wish to see, please remember that staff are available to speak to during the Academy day. You can always leave a message with reception to arrange contact. If your son/daughter is on the Academy's Special Needs Register, he/she should make an appointment for you to see Miss Hart, Dyslexia Services Manager & SENCO.

Please complete the reply slip below and return it to your son's/daughter's tutor by **Tuesday 4<sup>th</sup> January 2011**. I look forward to welcoming you to the Academy on **Thursday 13<sup>th</sup> January 2011**.

Yours sincerely



S BRISKEY (MS)  
**Assistant Principal – Head of Arts Faculty**

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**Reply Slip to: Please return to your son's/daughter's tutor at Harris City Academy Crystal Palace, Maberley Road, London SE19 2JH by Tuesday 4<sup>th</sup> January 2011.**

**Re: Year 9 Parents' Evening - Thursday 13<sup>th</sup> January 2011**

Student's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

I/We have received the letter informing me of the Year 9 Parents' Evening on **Thursday 13<sup>th</sup> January 2011** and \*will/will not be attending the evening.

\* Please delete where appropriate

Date.....

Signed .....

(Person who has legal Parental Responsibility)

**All Can Achieve**

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