

# HOLBROOK ACADEMY



Headteacher : Dr Simon Letman BA, MA, EdD  
Deputy Head : Nicola Shelley

28<sup>th</sup> April 2017

Dear Parent/Carer

## Year 7 Parents' Evening : Thursday 11<sup>th</sup> May 2017

Early next week, we will publish your child's full written report on Go4Schools. As previously advised, reports are now available online only, if you require a paper copy please contact the main office.

I am now writing to provide you with the details of the Year 7 Parents' Evening which will take place on Thursday 11<sup>th</sup> May. This will provide you with the opportunity to discuss your child's progress and learning with their subject teachers. The evening will take place in the main hall, beginning at 4.00pm and finishing at 6.30pm.

We operate a 5 minute appointment system at Parents' Evenings and it is your child's responsibility to make those appointments with teachers that you indicate. Students should use the specific appointment page in their planner when arranging times with teachers. The Academy encourages parents to take these opportunities to discuss progress directly with subject teachers. As always, we like students to attend with you to participate in the discussions about their progress.

Parents are reminded that appointments should not exceed the 5 minute allocation. If you need to speak to a member of staff for a longer period, then it would be advisable for you to make a separate appointment to come into the Academy. Members of the leadership team will also be available to discuss general issues.

We very much hope to see you on the 11<sup>th</sup> May.

Yours sincerely

Mr P Hart  
Assistant Headteacher

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## Year 7 Parents' Evening : Thursday 11<sup>th</sup> May 2017

Name of Student: ..... Form: .....

We have received the invitation to the **Year 7 Parents' Evening** on Thursday 11<sup>th</sup> May.

We / I will / will not be able to attend.

Signed: ..... (Parent / Carer)