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Ref: SRo/NW

7 May 2021

Dear Parent

**Re: Year 7 Parents' Consultation Evening – Thursday 20 May 2021**

I am writing to invite you to our forthcoming Year 7 Parents' Consultation Evening, which will take place online on Thursday 20 May from 4.00pm to 7.00pm. During this time, you will have the opportunity to discuss your son or daughter's achievements and progress during the year so far.

All appointments will be booked and held online through our Parents' Evening System (instructions for setting this up are attached to this letter). Appointments will be 5 minutes long: as these are online, the appointment will cut off after 5 minutes and will allow you 1 minute before your next appointment.

I encourage you to attend as it is vital we continue to work together to ensure that your son or daughter achieves their true potential.

Yours sincerely

**Mrs S Robinson**  
**Assistant Headteacher**

