

28th February 2019



Key Stage 4 (years 10 & 11) Parent's Evening Wednesday 13th March 2019 4-6pm

Dear Parents and Carers

The **Key Stage 4** consultation evening will be on **Wednesday 13th March 2019 4-6pm**.

We will be offering an appointment system this year. Appointments last 10 minutes with each member of staff, if you feel you would like longer, please do not hesitate to contact your child's form tutor to arrange a longer consultation at a mutually agreeable time.

Please could you confirm your intention to attend by returning the form below to your child's form tutor by **Monday 4th March 2019**. Please indicate your preferred appointment slots and we will arrange appointments for you to meet your child's tutor and their key subject teachers.

We will do everything we can to accommodate your preferred times, but please be advised that it may not be possible in all cases. Please note that if we do not receive a response then we cannot guarantee a slot with your child's tutor.

Finalised appointment times will be returned to you on **Friday 8th March 2019**.

If you have any questions or need further information please contact Daniel Hearne, Assistant Head Teacher for Key Stage 3 at daniel.hearne@cedarsacademy.org.uk.

Yours Sincerely,

M.F.

Martin Flowers
Head Teacher

Return to Form Tutor by Monday 4th March 2019

Key Stage 4 Parent's evening

Student Name: _____

Form Class: _____

Please indicate your preferred appointment times:

Between 4pm-5pm		Between 5pm-6pm	
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