10th January 2020

Dear Parents and Carers,

**Year 11 Parents Evening**

We are holding our annual Year 11 Parents’ Evening in the school gym on **Tuesday 11th February 2020.** We are hoping that you and your daughter will be able to attend. As well as staff commenting on your daughter’s progress, we also expect students to ask their own questions about their learning. This encourages them to take a more active role and be more responsible for their learning.

Appointments are for 10 minutes each and will be scheduled between 5pm and 8.00pm. Please tick the staff that you would like to see and return the attached form to **Mrs Macovich (School Office) by Monday 20th January.** Appointments will be allocated on a ‘first come - first served’ basis, so it is important that forms are returned promptly.

Confirmation of your appointments will be sent you by Mrs Macovich by Friday 31st January.

As Parents Evening starts at 5pm, please indicate on the form whether you would like your daughter to remain at school until 5pm (she will be provided with a sandwich tea). If you tick ‘no’ then she will return home in the taxi at the end of the school day. **Please note that if you would like your daughter to stay at school until 5pm, it is your responsibility to inform her taxi and to collect her from school at 5pm, even if your first appointment is not until later. We only have staff supervision in place until 5pm.**

If you have any questions or queries, please contact Mrs Macovich (mrs.macovich@limpsfield-grange.surrey.sch.uk).

Yours sincerely,

Janine Chippington

Assistant Headteacher

**Year 11 Parents Evening – Tuesday 11th February 2020.**

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| **TEACHER** | **SUBJECT** | **Tick who you would like to see** |
| Mrs Chang | Maths 11S |  |
| Mrs Craggs | ICT 11S |  |
| Mrs Forbes | English 11F & 11S, WACI & Tutor 11F |  |
| Miss Grant | Art 11F & 11S |  |
| Mrs Janaway | ICT 11F |  |
| Mr McMillan | Maths 11F |  |
| Mrs Read | Catering 11F & 11S |  |
| Mrs Sabey | WACI & Tutor 11S |  |
| Mrs Whitney | Science 11F |  |

**I would like my daughter to stay on at school until 5pm and be provided with a sandwich tea. I will cancel her taxi and collect her from school at 5pm, regardless of the time of my first appointment.**

**Yes No**

Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return to Mrs Macovich (School Office) by Monday 20th January 2020.**