



John Mason School

Excellence through creativity

Headteacher: Sarah Brinkley

20 October 2016

Dear Parents/Carers

Re: Year 7 Parents' Evening – Wednesday 23rd November 2016

We look forward to seeing you at our annual Parents' Evening for students in Year 7, which will be held on **Wednesday 23rd November between 4.30pm and 7.00pm.**

In accordance with our usual practice the students will arrange mutually convenient appointments for you with the teachers whom you wish to see. Please note it is the student's responsibility to make appointments. In addition, Mr Jonathan Stewart, who is in charge of the **Learning Support Department**, would like to see parents whose children are on the special needs register, or indeed if you have any learning-related queries or worries about your child that you would like to raise. As head of Year 7, I will also be available for anyone who would like to speak with me regarding any worries or issues you may have; **please instruct your child to make an appointment (in addition to subject appointments) with either myself and/or Jonathan Stewart if this is the case.**

Owing to pressure of numbers most teachers will have to keep their appointments to five minutes; some may, however, be able to offer longer if their classes are relatively small. Many parents/carers find it helpful to bring their child with them to the consultation evening. These meetings are an invaluable and productive way of making contact with your child's teachers and where possible I would like parents/carers to meet with all their children's teachers.

Together with this letter your child will have brought home an appointment card. Please encourage your child to make the appointments in good time in order that you are able to have your preferred time slots.

Yours sincerely

Ruth Davies

Ms R Davies
Head of Year 7