



A SPECIALIST SCIENCE SCHOOL

Headteacher
Andrew Fletcher, BA

Sandhurst School

the opportunity to succeed

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9th March, 2011

NAME OF STUDENT :

TUTOR GROUP :

Dear Parents

Year 8 Subject Evening

The subject evening for Year 8 will be held on Wednesday 23rd March, 2011 from 4.20 p.m. onwards and will provide an opportunity for parents to discuss the progress of their children with the members of staff who teach them. We cordially invite you to attend. The meeting will be held in the main school hall and **access to the building will be through the Further Education entrance adjacent to the main car park.** Please sign in at the desk in reception on arrival.

I should be grateful if you would indicate whether or not you hope to attend the meeting by completing and signing the statement of intent below and returning the complete letter to your son's/daughter's Form Tutor. All students will then approach the members of staff who teach them, for appointments.

We anticipate that a large number of parents will wish to see members of the teaching staff and we would appreciate your co-operation by keeping your discussions brief so that we can adhere to the time schedule. If you make an appointment and subsequently find that you are unable to attend, I should be grateful if you would notify the School in advance.

You will note overleaf that interviews are spaced at ten minute intervals which allow five minutes for discussion and a further five minutes to locate the next member of staff with whom you have made an appointment.

Yours sincerely

A P Fletcher
Headteacher

Please tick the appropriate box below and sign, before returning the complete letter to the Form Tutor.

I/We hope to attend the meeting

I/We regret that we are unable to attend the meeting

Signed: Parent/Guardian

Would you prefer to receive your letters by Email? If so, please notify the school and provide us with your Email address



PLEASE SIGN IN ON ARRIVAL

NAME:

TUTOR GROUP:

Attending

YES

NO

TIME	TEACHER	SUBJECT
4.20		
4.30		
4.40		
4.50		
5.00		
5.10		
5.20		
5.30		
5.40		
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6.00		
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6.30		
6.40		
6.50		
7.00		
7.10		
7.20		