



# Newmarket College

January 2012

Dear Parents/Guardians

There will be a Year 9 Parents' Evening on Thursday 19<sup>th</sup> January at 5.00pm to enable you to meet your child's subject teachers to discuss their progress. This is a vital time in the preparation for embarking on GCSE courses next year, and you will have an opportunity to discuss your child's progress towards their target Key Stage 3 levels in all subjects.

Staff will be available during the evening on the basis of the appointments arranged with them by your son/daughter. It is therefore vital that you encourage your son/daughter to negotiate times with staff on the attached appointment sheet.

I would suggest that you discuss with your child the points you might raise with the subject staff. We also recommend that your child accompanies you to the evening, so that joint discussions about their progress are possible.

The Pastoral Office team will be available by appointment for discussion during the evening, as will the Principal and the Deputy Principal.

Please complete the reply slip below and return it to Mrs Heavens in the Office by Wednesday 18<sup>th</sup> January.

Yours sincerely

*M Jefferys*

M Jefferys  
Assistant Principal



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**REPLY SLIP – Please return to Mrs Heavens in the Office by Wednesday 18<sup>th</sup> January**

**Name of Student:** .....

**Tutor:** .....

We acknowledge receipt of your letter about the Parents' Evening on Thursday 19<sup>th</sup> January

We shall be attending

We shall not be attending

**Signature (Parent/Guardian):** .....