

CLAVERHAM COMMUNITY COLLEGE

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Principal: Mr P. Swatton, B.Eng (Hons)

Date: 28.09.18

Ref: PAS/SP

Dear Parents and Carers,

YEAR 7 PARENTS' EVENING

I hope that your child has enjoyed their first weeks at Claverham and is settling in well. I would like to take this opportunity to invite you to a Year 7 Parents Evening on Thursday 18th October from 5.30 pm.

The main purpose of this evening is to give you an opportunity to discuss, with House Tutors, how your child has settled in during their first few weeks at Claverham. Senior Staff, our Special Needs Coordinator and Heads of House will also be available in order to answer more general questions. There will also be an opportunity to attend a talk regarding the College assessment and reporting arrangements, which will take place at several different times during the course of the evening.

I would request that any pupils who come to this evening must be in full school uniform.

We have also arranged for a Book Fair to take place during the course of the evening, where there will be books available to buy on the night or to order for collection later. Every book you buy will also contribute towards free books for our library.

Please could I ask parents to complete the reply slip below to indicate whether they are coming to the evening and if they have a preference for the timing of their appointment with their son/daughter's form tutor. Reply slips can be returned to the College via your son/daughter's form tutor by **Wednesday 3rd October 2018**, please. I will then inform you of your appointment time via your son/daughter.

I look forward to seeing you.

Yours sincerely,

Mr P Swatton
Principal

I would like an appointment during the:

- 1st hour (5.30pm – 6.30pm) of the evening;
- 2nd hour (6.30pm – 7.30pm) of the evening;
- I do not have a preference as to the timing of the appointment;
- We will not be coming to the Parents' Evening.

Signed Son/Daughter's name & tutor group