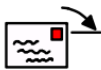




23 September 2019



**Request for Ellesmere College Parents/Carers Evening Appointment**  
**Thursday 10<sup>th</sup> October**



Dear Parent/Carer

At Ellesmere College we value the opportunity to discuss with parents/carers how well students are progressing and we would like to invite you all to our Parents and Carers Evening on Thursday 10<sup>th</sup> October.

Appointments are available between 3:45pm and 6:45pm. Designated time slots will be allocated for you to meet your child's tutor. We will try to accommodate your time preferences, but this is not guaranteed.

We ask that parents are prompt for appointments and keep to their allocated time slot to avoid any disappointments. Parents are advised to tick as many boxes as possible to allow maximum flexibility in accommodating everyone's preferred time. We will contact you with your time slot prior to the evening, via post.

For appointments up until 4.30pm, we are able to offer supervision of your child from the end of the school day until your appointment time. Students with parents or carers who have appointments past 4:30 will go home as normal.

**Please complete the appointment slip attached and return to Tracey Beck by Friday 4<sup>th</sup> October.**  
**Appointment slips received after this time will not be allocated an appointment.**

We look forward to seeing you on the evening.



Yours sincerely



**Angela Smith**  
Vice Principal



**Ellesmere College Parents' Evening Thursday 10<sup>th</sup> October 2019 reply slip**

**Please complete and return to Tracey Beck, Admin Office by Friday 4<sup>th</sup> October 2019**

Name of Student: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

(Print Name)

I am able to attend the parents evening and if possible I would like my appointment to be held between  
(Please tick as appropriate)

3:45 to 4:45       4:45 to 5.45       5:45 to 6:45

Office Use. Date received..... Appointment time.....

