

Dear \_\_\_\_\_

**Re: Year 9 P Half Progress Evening – Wednesday 29<sup>th</sup> January (4.30pm to 7.00pm)  
(9GM, 9HG, 9PM, 9JWB and 9NLS)**

Dear Parent/Carer

I am writing to inform you that INSIGHT is now live for you to make your appointments for Progress Evening on the 29<sup>th</sup> of January. The evening will take place in the Maths building and parking will be available on the lower site only.

This Progress Evening will be a final opportunity for you to discuss your son/daughter's option choices with each of their teachers. It will also be an opportunity for you to discuss your son/daughter's progress and consider next steps as we get closer to GCSE study.

I very much hope you can attend so that we can continue to work together to achieve the best outcomes possible for your son/daughter. Please complete the reply slip below.

Yours sincerely,

Ms L.Brown  
Year 9 Director of Learning

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**Please return to the Learning Manager by Friday 24<sup>th</sup> January 2020**

**Year 9 (P Half) Progress Wednesday 29<sup>th</sup> January 2020 (4.30pm to 7.00pm)**

Student name: \_\_\_\_\_ Form: \_\_\_\_\_

I will/will not (delete as appropriate) be attending the Year 9 Progress Evening on the 29<sup>th</sup> of January.

Signed \_\_\_\_\_

(person with parental responsibility)