



Saint Olave's Grammar School

London 1571

Headteacher: A. Rees BSc.

MT/PS 26th March 2019

Dear Parents/Carers

Year 10 Parents' Evening - Wednesday, 24th April 2019

You are invited to meet your son's form tutor and members of staff who teach him, to discuss his work and progress on **Wednesday, 24th April**. Meetings will be arranged in the Great Hall between 5.00 p.m. and 8.00 p.m. Your son is encouraged to attend with you and is required to wear **full school uniform**. If your son is meeting you at school, he should remain in the Small Hall until you arrive.

We are using an appointment system where staff will make the appointments directly with the students. Please complete the appointments sheet in the back of your son's planner as soon as possible. Staff will begin arranging appointments this week.

Your son will fill out the appointment times with the staff you have requested to see and must have completed this process by **Friday, 5th April**. Where possible he should try to leave 5 minute gaps between appointments to help the smooth running of the evening.

Those members of staff who teach more than one group in the year will not be able to see the parents of all of their pupils. If you are not given an appointment you should assume that your son is making sound progress. However, if there is a specific matter which you wish to raise, please contact the relevant member of staff who will arrange another time to discuss it with you. Please note that, for Form Tutors and the Head of Year, subject consultations will take precedence on this evening.

I shall be present and shall be pleased to discuss any general points you may wish to raise during the evening, together with other senior members of staff.

Yours sincerely

Mr M Twose
Head of Year 10

