

08 February 2012

Dear Parents/Carers

Year 7 Parent / Teacher Consultation Afternoon

At our College we value the opportunity to meet with parents to discuss student progress. Effective communication is a valuable tool in helping students to reach their potential. The allocated date for YEAR 7 is approaching, details are:-

Date: Tuesday 28th February 2012
Time: 1600hrs – 1900hrs
Venue: College Cafe

The purpose of this time is to allow you to discuss your son/daughter's progress in individual subjects. In preparation for your visit it would be useful for you to be familiar with their last report and to have discussed their work. Teachers will be able to help students and parents recognise progress together with areas where improvement can be made. They will also be able to give you guidance on how you can help your child in individual subject areas. We expect students to join their parents in these discussions so that they can take on board the help and advice offered.

In order that this time is as profitable as possible we ask that you discuss this opportunity with your child and identify which teachers you would benefit from seeing, together with the most convenient time for you to visit. Appointments are for 5 minutes each. It is important that students see their teachers to make appointments as soon as possible. The appointment lists are on page 21 of their student planners and staff will make a note of the time that has been booked. Some staff become booked very quickly so the sooner your son/daughter is able to see their teachers the more likely it is that you will be able to get slots at your preferred time.

Tutors will be helping students to be organised but additional monitoring from home will certainly help the process to be more effective. You may feel that you wish to make an appointment with their Personal Tutor to discuss general issues if the tutor is available. Members of the College Leadership Team will also be available.

If, for any reason, you feel you would like to talk to me please contact me at the College. My telephone extension is x 241 and my email address is t.crockford@kings-international.co.uk.

Please note College will close at 3.25pm instead of 3.35pm on 28th February to allow time for teachers to set up before their consultations. All buses will depart at the normal scheduled time; members of the Senior Management Team will be on site for supervision.

We look forward to seeing you.

Yours sincerely



Mr T Crockford – Year 7 Performance Manager

H. Rushby

Ms H Rushby–Vice Principal