

Our Ref: MS/MJG

January 2019



Eastbrook School

Together We Learn

Dear Parent/Carer,

Re: Year 11 Parents' Evening – Thursday 24th January 2019

We would like to invite you to the school's Year 11 Parents' Evening on Thursday 24th January 2019, when you will be able to meet your child's teachers and discuss his/her progress and outline strategies for supporting your child as they prepare for the forthcoming examinations.

It will not be necessary to make specific appointments to see your child's teachers but you may wish to plan your evening in order to see as many of their teachers as possible as some teachers may be busier than others due to their teaching commitments. Could you please aim to arrive by 4.15pm to give you the best opportunity to meet the relevant teachers.

The arrangements are as follows:

Subject and Form Tutors will be available from 4.30pm until 7.00pm.

Upon arrival, please sign in at the administration desk which will be in the General Teaching Block, where senior staff and the governing body will be available. You will also be asked to check and sign your child's examination entry schedule.

Your child is at a crucial time in their education as their KS4 examinations are imminent so it is vital that you make every effort to attend. If this is not possible I would ask that you fill in the relevant details on the attached reply slip so that we may contact you to discuss your child's progress and strategies to support them with their revision programme.

Parking is restricted so if you can arrive on foot, it would be appreciated.

Please sign and return the attached reply slip.

We look forward to seeing you.

Yours faithfully

Mr M Samuel
Head of Year 11

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I will be able to attend Year 11 Parents' Evening on Thursday 24th January 2019.

Or

I will not be able to attend Year 11 Parents Evening on Thursday 24th January 2019 - my contact details are as follows (phone and/or email please.)

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Pupil Name:Form:

Parent/Carer Signature:

Dagenham Road, Dagenham, Essex RM10 7UR

Tel: 020 3780 3609

email: office@eastbrookschool.org.uk

www.eastbrookschool.co.uk