



23 November 2016

Dear Parent/Carer

Year 8 Parents' Evening

It gives me great pleasure to invite you to the Year 8 Parents' Evening, which will take place this year on **Wednesday 7 December**. This is an opportunity to speak to your son/daughter's teachers and find out how s/he is doing in each subject. Members of the Senior Leadership Team will also be on hand if you have any concerns.

The evening begins at 4.30pm and ends at 7.00pm. Your child should make appointments directly with his/her teachers and record them on the appointment sheet at the back of the planner. On arrival for the evening please enter the building through the main reception doors and sign in alongside your child's name on the lists provided as you arrive and leave.

To help the evening run smoothly, we limit each appointment to five minutes. If there are issues which require more time, we are always happy to arrange a follow-up appointment. If you suspect that you will need more than five minutes for a particular subject, it would be better to contact the particular teacher now rather than leaving this to Parents' Evening. To help you plan your route, where possible we will room subjects as follows. Science will be in the Conference Room, English and Maths will be on the English corridor and all other subjects will be on the Humanities corridor.

Please make every effort to attend the evening so that we can all work together in supporting your child achieve his/her potential over the course of the year. If you are unable to attend it would be helpful to your child if s/he meet with teachers on their own to receive important feedback.

As you know, our students choose their GCSE and BTEC options in Year 8, and Parents' Evening is the first event in a series which we hope will support you and your son/daughter through the process. The Options Evening is on **Monday 6 March 2017**. Please make a note of this date, as it is a key part of the options process.

We look forward to seeing you on 7 December.

Yours sincerely

Miss A Clark
Assistant Principal

Principal: Mrs Christine Horrocks BSc (Hons) NPQH Chair of Governors: Dr Derek Cheetham

Hallcroft Road, Retford, DN22 7PY T: 01777 713700 F: 01777 713711 E: office@elizabethan.notts.sch.uk www.elizabethan.notts.sch.uk

