



March 2019

Target Setting Day

Thursday 14th March and Friday 15th March 2019

Dear Parent/Carer

We would like to invite you and your son/daughter to Target Setting Day which will be held on **Thursday 14th March 2019** between 4pm-7pm and **Friday 15th March 2019** between 8 am-12 noon.

Each meeting will last for about 10 minutes and it will be your child's responsibility to make an appointment with their form tutor, teaching staff and myself at a mutually convenient time.

These days provide an important opportunity for you to meet and discuss with your child's form tutor and subject teachers their progress and targets for each subject they follow.

This will be an important opportunity for parents of year 12 & 13 students to meet teachers to discuss progress prior to their examinations.

All post 16 students must attend on Friday 15th March and will complete work and study from 9:00am to 12:00 noon. This may include examinations.

During these days the Careers Information and Guidance Service will be available to provide advice or guidance on careers information or further education.

We would be grateful if you could indicate below a convenient time window you would be able to meet with your child's form tutor so that appointments can be arranged.

Yours faithfully

Mr M Wesley
Head of Post 16

X.....

Target Setting Day

Thursday 14th March and Friday 15th March 2019

To be returned to your child's form tutor by Friday 8th March 2019

We would like an appointment in the following times:

Thursday 14 th March	
4pm-5pm	
5pm-6pm	
6pm-7pm	

Friday 15 th March	
8am-9am	
9am-10am	
10am-11am	
11 am-12 noon	

Signed..... Parent/Carer

Student Name..... Form

