

St. Matthew's R.C. High School

Nuthurst Road, Moston, Manchester, M40 0EW

Headteacher: Mr. K. G. Hogan
B.A. Hons., M.A.



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Our Ref KH/SJF

26th November 2014

Dear Parent/Carer,

Year 11 Parents' evening will take place on **Thursday 11th December 2014 between 4.00-6.30 pm**. An appointment system is to be used to ensure the evening runs as smoothly as possible. Your child will receive their appointment sheet from their Form Tutor this week. Form Tutors will encourage them to make appointments with as many staff as possible.

If you can only come for a limited time on the parents' evening, please write these times on the reply slip below. We will do our best to fit your appointment into this period, although it is likely to be more difficult. Students and parents who leave making appointments until the last minute have not always been able to see all the staff they would like to.

I would ask that you make every effort to attend this important appointment to discuss your child's progress at school with their teachers.

Yours sincerely,

Mr K Hogan (Headteacher)



Year 11 Parents' Evening—Thursday 11th December 2014

Pupil's Name: Form:.....

I have received the letter concerning the Year 11 parents' evening and will/will not be attending.
(Delete as appropriate).

I am able to make an appointment throughout the evening.

I am only able to make an appointment for part of the evening (please indicate below).
Preferred times between: (please put a tick in the box).

4.00 pm—5.00 pm 5.00pm-6.00pm 6.00pm-6.30pm

Signed: (Parent/Carer)

RETURN THE SLIP TO YOUR CHILD'S FORM TUTOR AS SOON AS POSSIBLE



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