



Bishop Douglass Catholic School

An Academy School in the Cardinal Hume Academies Trust

Headteacher: Mr Martin Tissot, MA, MBA, NPQH

22 January 2018

Dear Parent/Carer,

SIXTH FORM PARENT EVENING – Wednesday 7 February 2018

I am writing to invite you to attend the Sixth Form Parent Evening, which will take place on **Wednesday 7th February** in the school hall between **4.30pm and 7.00pm (with last appointments starting at 6.40pm)**. The evening will provide an opportunity for you to meet subject staff, form tutors and myself to discuss student progress. This is an important event and it is our expectation that you attend.

It is essential that an adult is with your child on this evening so that we can advise you properly of your child's performance and their next steps. If there is an extraordinary reason why no adult can attend on this particular occasion you must telephone me to make a separate appointment.

I very much hope you are able to join us on **Wednesday 7th February** and look forward to meeting you. Please complete and return the reply slip below as soon as possible. Thanking you in advance.

Yours sincerely

A Wilkhu

Amrita Wilkhu
Assistant Headteacher
Head of Sixth Form

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REPLY SLIP – TO BE RETURNED TO: Form Tutors

Name of Student: _____ FORM: _____

- I confirm I will be attending the Sixth Form Parent Evening on **Wednesday 7th February 4.30pm – 7.00pm**
- I am not able to attend the Parent Evening.

Signed: _____ Parent/Carer Date: _____

NAME OF PARENT/CARER (please print) _____

O:\ADMINISTRATION\Consultation Evenings\Parents Evening Letters 2017-18

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