



**YEAR 12/13 PARENTS' EVENING
APPOINTMENT REQUEST**



DATE: Thursday 24th January 2019

TIME: 4.30pm – 7.30pm

Name of Student: Tutor Group:

Please submit your appointment using the customised web link which has been sent to you via email. Alternatively, return this appointment request to your child's Form Tutor, or email the completed form to: seaton@thealegreen.w-berks.sch.uk

Reply slip must be received no later than Monday 14th January 2019

Any slips returned after this date may result in appointments not being made

In order to get the best out of the evening:

- please prioritise the number of appointments you request
- please note that it may be difficult to fit in all your appointments if you are able to attend only for a limited time

I would like to meet with the following teachers:

Teacher Name :	Subject:

- I can attend any time between 4.30pm and 7.30pm
- I would prefer my appointments from: (please specify)
- I would prefer my appointments to finish by (please specify)

Signed: Parent/Carer Date:

The appointments will be made and an appointment schedule will be passed to your child to bring home.

Tutor, please pass request slips to Sandra Eaton – (Office Manager) as soon as you receive them, so that appointments can be made. Thank you