



November 2019

Theale Green School

Church St, Theale,
Reading, RG7 5DA

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E: inmail@thealegreen.w-berks.sch.uk

Dear Parent/Carer

Sixth Form Parents' Evening - Thursday 12th December 2019 (5.00-7.00pm)

We are holding our Sixth Form Parents' Evening on Thursday 12th December (5.00-7.00pm) and we would like to encourage you to attend in order to meet your child's teachers and to gain a full understanding of their progress so far in Sixth Form. It is important that your child attends with you so that they can be involved in discussions with each of their subject teachers.

Please discuss with your child the teachers you would like to see and submit your appointment request by Sunday December 1st, using the customised web link that has been sent to the Priority 1 contact email address we hold for each student. Appointment request forms will also be available on the school website: **Parents > Parent Communications > Sixth Form.**

Appointments will be available from 5.00pm and the last appointment will be 6.55pm. Each appointment will last 5 minutes. You will not need to log in, or set a password to use the online facility. Your confirmed appointment schedule will be emailed to you before the evening.

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 only able to attend for a limited time.

If you experience any problems using the web link, please contact Sandra Eaton, Office Manager, by email: seaton@thealegreen.w-berks.sch.uk or telephone: 0118 930 8542.

A small number of teachers may need to prioritise which parents they see because they teach more than one group in Sixth Form. If we are unable to arrange an appointment and you would like to speak to that teacher, please contact them directly via telephone, or email to make an alternative arrangement.

We hope you will make it a priority to attend our Sixth Form Parents' Evening and we look forward to seeing you.

Kind regards

Dr A Richards
Head of Sixth Form



Registered company number: 7652565

Registered address: Activate Learning Education Trust,

Oxpens Road, Oxford, OX1 1SA, United Kingdom

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 - Bicester Technology Studio
 - Theale Green School
 - UTC Heathrow
 - UTC Oxfordshire
 - UTC Reading
 - UTC Swindon
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