



November 2019

Theale Green School

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Dear Parents/Carers

Year 7 Parents' Evening - Thursday 28th November 2019 (4.30-7.30pm)

We are holding our Year 7 Parents' Evening on Thursday 28th November 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 Year 7. It is important that your child attends with you so that they can be involved in discussions with their subject teachers.

Please discuss with your child the teachers you would like to see and submit your appointment request by Sunday 17th November, 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 > Year 7.**

Appointments will be available from 4.30pm and the last appointment will be 7.25pm. 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 me by email: seaton@thealegreen.w-berks.sch.uk or telephone: 0118 930 8542.

A small number of teachers will need to prioritise which parents they see because they teach more than one group in Year 7. If we are unable to arrange an appointment and you would like to speak to that teacher, please contact them directly via email or telephone to make an alternative arrangement.

We hope you will make it a priority to attend our Year 7 Parents' Evening and we look forward to seeing you.

Kind regards

Sandra Eaton - Office Manager



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