



Cannock Chase High School

A company limited by guarantee, registered in England and Wales, number 07727974.

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

My Ref: TW/CAG/001

Your Ref:

Date:

2 October 2015

Dear Parent/Guardian

It is with great pleasure that I invite you to your first Parents' Evening here at Cannock Chase High School. The evening has been carefully designed to give you an update on how «Forename» is settling in. This is an ideal opportunity to meet your child's tutor, and share any successes or concerns that have occurred so far.

We have set appointment times in advance (details are given in the letters posted home).

The evening will begin at 4.45 pm to 6.45pm on Thursday 15 October 2015 and will take place at Upper School. Tutor appointments are scheduled to last around 5 minutes, and there is also the opportunity to meet with Mrs Fisher (Director of Year), Mr Quiney and Miss Rutter (Pastoral Managers), as well as members of the Leadership Team.

Please contact your child's Tutor if you are unable to make this appointment and arrange a mutually convenient time.

There will also be the opportunity for you to opt in to discover more information about: *Show My Homework; Literacy & Numeracy* and what *Assessment & Progress* will look like for your child. There are two time slots for each of these talks so that they do not clash with your tutor appointment time (given above). Please indicate on the Reply Slip below which talks you would like to attend and return the Slip to your child's tutor by Friday 9 October 2015.

We look forward to seeing you on 15 October.

Yours sincerely

I Turnbull
Headteacher



Year 7 Settling in Evening – Thursday 15 October 2015 - Reply Slip

Student's name: _____

Tutor Group: _____

I/We will/will not* be attending the Settling In Evening.

* delete as appropriate

I would like to attend the following talks (Upper School Hall) (tick all as appropriate)

Literacy & Numeracy	4.45 – 5.00	<input type="checkbox"/>	5.30 – 5.45	<input type="checkbox"/>
Show My Homework	5.00 – 5.15	<input type="checkbox"/>	5.45 – 6.00	<input type="checkbox"/>
Assessment & Progress	5.15 – 5.30	<input type="checkbox"/>	6.00 – 6.15	<input type="checkbox"/>

Signed (Parent/Guardian): Date:

Please return to your child's tutor by Friday 9 October 2015.



The Academy for our Community

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