



STATIONERS'
CROWN WOODS ACADEMY
Executive Principal: Mr David Millar

January 2018

Dear Parent/Carer,

Year 11 Parents' Evening
4.30 - 7.00pm, Tuesday 16th January 2018

We look forward to welcoming all Parents and Carers to the Year 11 Parents' Evening on Tuesday 16th January 2018. This is an extremely important evening which provides the opportunity for parents and carers to discuss their child's progress in subjects during this important GCSE year.

The evening will be organised with a structured 5 minute appointments system in the following way:

- All parents and carers should complete the reply slip below, stating their preferred 1 hour timeslot for appointments e.g. 4.30 - 5.30pm *appointments slots will be given on a first come, first served basis. If your preferred appointment slot is full you will given an alternative time slot.*
- Your child will be responsible for booking 5 minute appointments with each of their subject teachers within the allocated timeslot. Students will be given an appointment sheet in order to schedule the appointments. *Appointments will be allocated on a first come, first served basis and subject staff will endeavour to offer an appointment within the allocated timeslot.*
- All subject staff will be based centrally in the Crown Building to reduce the need for parents and carers to move from one building to another and to aid time-keeping.
- A bell will ring at the end of 5 minutes for discussions to end and parents/carers move on to their next appointment. We appreciate that, based on teacher feed-back, there may occasionally be a need for a longer discussion, however this should be continued by making a further appointment (or telephone call) at another time.

Yours sincerely

Mr. F. Rahman
Associate Principal

Aspire, Strive, Thrive,
Relentlessly pursuing excellence...

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Stationers' Crown Woods Academy is part of Leigh Academies Trust



**TO BE RETURNED TO YOUR CHILD'S SCHOOL RECEPTIONIST
YEAR 11 PARENTS' EVENING - TUESDAY 16TH JANUARY 2018**

Student Name: _____ Tutor Group: _____

I will be able/unable * to attend Parents' Evening on Tuesday 16th January 2018

*(*delete as appropriate)*

Preferred Timeslot for Appointments (please tick):

Parents' Evening will run from 4.30pm until 7.00pm. Every effort will be made to offer you appointments within your preferred timeslot. Appointments will be given on a first come, first served basis.

4.30 - 5.30pm 5.00 - 6.00pm

5.30 - 6.30pm 6.00 - 7.00pm

Parent/Carer Signature: _____