



6<sup>th</sup> March 2019

Dear Families,

You are warmly invited to a **PARENTS' EVENING** on

**Thursday 28<sup>th</sup> March 2019 from 6.30pm to 8.30pm**

This is a chance to talk to discuss your child's progress at Oak Lodge School. It is an important evening, so please try to come.

Members of staff from our sixth form department will also be available.

As usual, we will try to reduce queuing time, so we ask you to talk to staff for no longer than 5 minutes. If you have particular concerns that may take longer than this, please make a separate appointment with the teacher.

There is an after school club on this day, and we will be able to keep a small number of students at school until 6.30 pm.

**Let us know if you wish your child to remain at school using the form below.**

There will be BSL interpreters available at the meeting, however, we are unable to provide home language interpreters. If you have difficulty understanding English you are more than welcome to bring along a person to interpret for you.

Please note that there are no child minding facilities available on the night and therefore we urge parents **not to bring their other** children unless absolutely necessary.

We very much hope that you can attend and look forward to seeing you. Please sign and return the reply slip below. If you are unable to make this date, you can telephone your child's Pastoral Teacher, who will be happy to discuss your child's progress.

Yours sincerely,

Yvonne Morrison  
School Administration Officer

Name of child: \_\_\_\_\_

I **will** come to the Parents Evening.

I **will** come to the Parents Evening and want my child to stay at school until 6.30 pm

I will **not** come to the Parents Evening because \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_