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Headteacher: Mr T Body BA (Hons), MA

Dear Parent/Carer

This is to inform you that we will be holding a Consultation Evening for Parents and Carers of students in Year 8 on Thursday 7<sup>th</sup> February from 4.00pm to 7.00pm in the teacher's classrooms.

This will be an opportunity to meet with members of staff who teach your son/daughter and to discuss their academic progress. Meetings such as this will ensure their future success with both the support of the school and yourself, during this crucial year in their education.

Please ensure that your son/daughter makes an appointment with each one of their teachers. This will be by way of slips given to the students during form time, that they fill in with their teachers. Please can you tell your children what time frame suits you best so we can ensure everyone is seen. On the night, guidance will be provided with regards to locating teacher's classrooms.

We very much look forward to seeing you and discussing your son/daughter's progress during this evening.

Yours sincerely,  
Mr B Allen  
Year 8 Head of Year

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**Year 8 Consultation Evening Thursday 7<sup>th</sup> February 2019**

**Student's Name** \_\_\_\_\_ **Form** \_\_\_\_\_

\*I/we will/not be attending the Year 8 Parents Consultation evening.

**Parent/Carer Signature:-** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please ask your child to hand this reply slip to Reception or Form Tutor**

**OR**

**E-mail [dn@westfield.academy](mailto:dn@westfield.academy) with your reply**

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