

5 September 2017

Dear Parent/Carer

I am pleased to invite you to attend our first Year 11 Consultation Evening of the new academic year on Tuesday 12 September, when you will have the opportunity to discuss your son/daughter's progress to date and current GCSE/BTEC grades with their Form Tutor, along with any other issues which have the potential to prevent them from realising their full academic potential.

An appointment time with your son/daughter's Form Tutor will be allocated based on your availability between 5.00pm and 7.00pm. On arrival, please sign in at the reception desk in J Block to collect your welcome pack, including the latest data on your son/daughter's progress to date.

In addition, I will be hosting 'Welcome to Year 11' session in the Conference Room, which Parents/Carers are asked to attend before meeting with your son/daughter's Form Tutor, as indicated on the reply slip. This brief session [approx. 15 mins.] is aimed at raising awareness amongst students, parents and carers to the year ahead and is an ideal opportunity for you to be fully informed to ensure that your son/daughter is maximising the support available from school to achieve their very best by the end of Year 11. Miss Brown [Head of Year 11], Senior Staff, our Careers Advisor and a number of colleges, apprenticeship and training providers will also be available to support with any other queries in relation to students' progress.

I would be grateful if you could confirm your availability to attend by completing and returning the reply slip below to your son/daughter's Form Tutor by **Friday 8 September**. Alternatively, you can inform the school of your intentions to attend by replying to 07624804557 or via parentsevening@westleigh.wigan.sch.uk

As we are only a matter of weeks away from students sitting their first series of GCSE mock exams, which commence on Monday 9 October 2017, I am keen to ensure that you are fully informed about how best to support your son/daughter across their time in Year 11. I am sure you will agree that your attendance at this evening is vitally important, particularly at this early stage in Year 11.

If you are unable to attend, your son/daughter's Form Tutor will contact you to arrange an alternative time to discuss their progress and any other relevant issues.

Yours sincerely,



C Bramwell
Headteacher

Year 11 Consultation Evening 2017

Name of Student: _____ Form: _____

My/Our preferred time to attend the Year 11 Consultation Evening on
Thursday 12 September 2017 is;

Appointment	5:00 – 5:30pm	5:30 – 6:00pm	6:00 – 6:30pm	6:30 – 7:00pm
Head's Briefing	4:40pm or 5:10pm	5:10pm or 5:40pm	5:40pm or 6:10pm	6:10pm
Please tick...				

I/we are unable to attend the Year 11 Consultation Evening

Signed: _____ [Parent/Carer]