



# HOUGHTON REGIS ACADEMY

**Principal:** Mr J Bonner

**PA to the Principal:** Mrs J Bradley

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@HoughtonRegisAc

30 November 2017

Dear Parent / Carer,

Parents evening for all year 11 pupils has been arranged for Thursday 14<sup>th</sup> December 2017. This will give you the chance to speak to your child's subject tutors about the progress made over this academic year.

We are offering appointments between 4pm – 6pm, each appointment will last 5 minutes. Please indicate your preferred time on the reply slip, appointments will be allocated on a first-come, first-served basis and if your time preference is already booked we will offer times nearest those specified.

Please let your child know all the staff members you wish to meet with, as the appointments will be made between the pupil and the teacher directly.

Yours sincerely,

**Mr M Bonner**  
**Principal**

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Please arrange your appointments by Monday 11<sup>th</sup> December 2017

Child's name: \_\_\_\_\_ Class: \_\_\_\_\_

My preferred appointment time is between:

|             |             |
|-------------|-------------|
| 4:00 – 4:15 | 4:15 – 4:30 |
| 4:30 – 4:45 | 4:45 – 5:00 |
| 5:00 – 5:15 | 5:15 – 5:30 |
| 5:30 – 5:45 | 5:45 – 5:55 |

Please indicate all times you are available to meet.

Signed: \_\_\_\_\_ (Parent / Carer)

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