



BORDEN GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

3 January 2019

Dear Parents/ Carers,

Year 12 Parents' Evening – Wednesday 16 January 2019

I am writing to invite you to a Parents' Evening, which will take place at the school on Wednesday 16 January between 4.30pm and 7pm. The purpose of the evening is for you to meet with your son's/daughter's teachers, to discuss the progress that has been made this year. Mr Whiting, (Head of Year 12), and I will also be available for consultation.

To assist in the smooth running of the evening, we will be operating the usual appointments system, details of which are on the attached sheet. Your son or daughter will also be given a copy of the appointment sheet via their register. Please aim to see all of your son's or daughter's teachers and ask him or her to make the necessary appointments. It is generally advisable for pupils to leave a five-minute gap between appointments to make optimum use of the time.

As this is an important stage of Year 12 it is strongly advised that your son/daughter accompanies you to this meeting.

If you have a disability that makes access to the school building difficult, or presents any other problems for you at Parents' Evening, please contact Miss Bateman, PA to Headteacher, in advance and we will try to make any adjustments that will help for the evening.

Finally I have to point out that, as nearly all the staff will be attending, there are unlikely to be any spaces in the car park. Should you seek a parking space in the spur road please be aware of the residents' need to access their driveways. I would also ask you to sign the 'In' and 'Out' lists provided in the entrance hall. This is simply so that staff can check on those who may not have turned up for an appointment, to see if they are still in the building.

Yours faithfully,

C J Brinn
Head of Sixth Form



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YEAR 12 PARENTS' APPOINTMENT LIST

Wednesday 16 January, 4.30pm – 7pm

PUPIL'S NAME:

FORM:

Please list below those subjects and/or staff with whom you wish to make appointments. Leave blank the actual appointment time, which will be completed by the appropriate member of staff.

	SUBJECT	STAFF NAME	APPOINTMENT TIME	STAFF SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				