



# BORDEN GRAMMAR SCHOOL

Borden Grammar School  
Avenue of Remembrance  
Sittingbourne  
ME10 4DB

28 February 2019

Dear Parents/ Carers,

**Re: Year 10 Parents' Evening – Thursday 14 March 2019**

I am writing to invite you to a Parents' Evening, which will take place at the school on Thursday 14 March between 4.30pm – 7pm. The purpose of the evening is for you to meet with your son's teachers, to look at the progress that has been made towards his GCSEs and to highlight any areas they may need to develop. Mrs Smith (Assistant Head, KS4) and Mrs Edwards (Head of Year 10) will also be available for consultation, although they do both teach Year 10 classes.

To assist in the smooth running of the evening we will operate an appointments system, the details of which are on the attached sheet. Please fill in the names of those teachers you wish to see and ask your son to bring the form to school so that he can begin to make appointments. Please do not feel that you have to make appointments with all teachers – though you are quite welcome to do so. Make sure, however, that you see subject teachers where your son may be having difficulties. Please note that appointment times are normally five minutes long. If you have an issue that will need a longer discussion, please contact the teacher to arrange a time to talk.

It is very important that your son accompanies you to this meeting (in full school uniform, please) as it is extremely useful for you and him to hear of his progress first hand.

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 by UK paper, please be aware of the residents' need to access their driveways. I would also ask you to sign both 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,

**Jonathan Hopkins**  
**Headteacher**



## **BORDEN GRAMMAR SCHOOL**

### **YEAR 10 PARENTS' APPOINTMENT LIST**

Thursday 14 March, 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				
9				
10				
11				
12				
13				
14				