



BORDEN

GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

30 January 2019

Dear Parents/ Carers,

Year 11 Parents' Evening – Wednesday 13 February

I am writing to invite you to a Parents' Evening, which will take place at the school on Wednesday 13 February between 4.30 – 7pm. The purpose of the evening is for you to meet with your son's teachers, to discuss progress to date and consider post-16 options. I will be available for consultation for parents to drop in during the evening.

All students who wish to apply for the Sixth Form should have made an electronic application to the school via www.ucasprogress.com. If this has not been done please apply by Thursday 31 January at the latest. There will be an opportunity, following the Parents' Evening, for students to amend their provisional A-level choices.

To assist in the smooth running of the evening we will operate the usual appointment system. Please fill in the names of those teachers you wish to see on the attached sheet 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 generally advisable for pupils to leave a five minute gap between appointments to make optimum use of the time. 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, 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,

Mr C French
Head of Year 11



BORDEN GRAMMAR SCHOOL
YEAR 11 PARENTS' EVENING APPOINTMENT LIST
Wednesday 13 February 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				