



Cranbourne Business & Enterprise College
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September 2016

Dear Parents/Carers

I am pleased to invite you to our Year 11 Information/GCSE evening on **Wednesday 14th September 2016 at 6.30pm** where we will share some of the key pieces of information to allow you to fully support your child through the year with their GCSE courses.

This will also give you the opportunity to meet with myself, the new Acting Headteacher.

During the evening there will be a number of short presentations which will emphasise the importance of clear information and effective liaison between college and home and vice versa.

The Programme is as follows:

1. Welcome and Introduction, Mr Christian, Acting Headteacher
2. How we as a college monitor and support your child, Miss Miller, KS4 Director of Studies
3. How to support your child to succeed
 - a. Mr Ndlovu, Head of English
 - b. Miss Kirk, Head of Maths

It is our intention that at the end of the evening you will leave with a clear understanding of how the staff will be working in partnership to support your child and how you can have a positive impact in this process. In addition, you will receive vital information to take away with you regarding GCSE assessments.

We hope you can attend this important evening. Due to the high numbers expected, this meeting will be for parents only. Your child will be receiving the same information via tutors and assemblies.

Please complete the reply slip and return to your child's tutor as soon as possible.

We look forward to meeting you on **Wednesday 14th September 2016**.

Yours faithfully

A handwritten signature in black ink, appearing to be 'M Christian'.

M Christian
Acting Headteacher

A handwritten signature in black ink, appearing to be 'Miss S Miller'.

Miss S Miller
KS4 Director of Studies

PLEASE RETURN THIS SLIP TO YOUR CHILD'S TUTOR BY MONDAY 12 SEPTEMBER 2016

***I/we will/will not be attending the Year 11 GCSE curriculum meeting on
Wednesday 14th September 2016 at 6.30pm.**

*Please delete as applicable.

Student's name: Tutor:

Signature: Date:

*Parent/Guardian