



**Teddington
School**

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5 March 2018

Dear Families

Year 7 Subject Consultation Evening

I would like to invite you to the Year 7 Subject Consultation Evening on Wednesday 14 March from 4.00pm to 7.00pm. I hope you will be able to attend as this is the opportunity for you to meet with your child's subject teachers to discuss progress and any other issues. It is extremely useful if our students attend this evening. This allows us to work together even more effectively in supporting your child.

The evening is run by appointment only. Please ensure your child knows the best times to make appointments for you. The Year 7 tutors will go through the procedure with students and I will advise further in assembly this Thursday.

Please leave time between appointments to give you time to move between classrooms. Your child will record the times in their planner.

Each appointment is for five minutes and you should make bookings for every subject if possible. Students take their diary to each of their lessons through the days ahead and make their appointments. If you are unable to meet all of your child's individual subject teachers on this evening, you can email the school to arrange for feedback. Equally, if you have an issue that needs more than five minutes' discussion, please make an appointment at another time when the teacher can set aside a longer time slot. Members of our Learning Support Department and Pastoral team will also be available for a meeting for those parents who wish to see them. If you have any broader concerns about your child's progress at school, I am always available to discuss these as well.

I look forward to your being able to attend the evening and trust that you will find it useful. Please note that the school cannot open for parents until 3.55pm and that parking on site is very limited. On arrival in the school's reception area you will be given an information sheet listing where the subject teachers are based in rooms on the first floor of the building.

Yours faithfully

Mr Golding
Head of Year 7

