



WILLIAM ELLIS SCHOOL  
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26<sup>th</sup> November 2018

**Year 7 Parents' Evening**  
**Thursday 13<sup>th</sup> December 2018, 4.30pm**

Dear Parent/Carer,

I would like to remind you that Parents' Evening for Year 7 will take place on Thursday 13<sup>th</sup> December 2018 from 4.30pm in the School Hall. Parents' Evening will conclude at 7.00pm.

This is an important occasion which will allow you to meet with your son's subject teachers to discuss any questions you may have about his progress. It is of utmost importance that you attend this evening as it will be difficult to organise individual meetings with your son's teachers on any other occasion. If you are unable to attend you must contact either your son's form tutor, the school office or me.

Your son will be provided with an appointment slip which he should use to make appointments for you to meet his subject teachers. Please check that he has a copy and that he is filling it in. Please note, some teachers teach more than one Year 7 class and may decide to allocate time and prioritise particular students.

I look forward to seeing you on the 13<sup>th</sup> December.

Yours sincerely,

Mr K Altmann  
Head of Year 7 & Year 8

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