



# Harlington Upper School

Headteacher  
Shawn Fell

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18<sup>th</sup> April 2017

Dear Parents/Carers,

**Re: Year 10 Parents' Evening – Thursday 27<sup>th</sup> April 2017**

As the parent of a student in Year 10, we would like to invite you to attend the Parent-Teacher Consultation Evening to be held on Thursday 27<sup>th</sup> April between 4.00 and 8.00 pm. The evening will give you the opportunity to meet with your son/daughter's teachers to review their progress. We do hope that you will be able to attend together with your son/daughter.

We will again be using the online booking system, allowing you to choose your own appointment times and instructions on how to use this can be found on the reverse of this letter. Many teachers teach large numbers of students and will be unable to make appointments with everyone. Therefore, in order for this evening to be as useful as possible for you, I suggest you only book to discuss subjects where there are concerns. On **Friday 17<sup>th</sup> March**, the students were given their Year 10 report which can be used to inform which teachers you make appointments with. The online booking system will open at **6pm on Friday 21<sup>st</sup> April** and will close at **11pm on Wednesday 26<sup>th</sup> April**.

The appointment times are for 5 minutes. Your son/daughter will be able to advise you whether you will need to build in time between appointments that are situated in different parts of the school. Some classes are taught by more than one teacher, so in many cases only one teacher per class will be available on Parents' Evening. The students will be told in advance which teacher they will need to make an appointment with.

Should you have any queries or concerns please do not hesitate to contact me at the school on 01525 755100 or via email on [gbillin@harlington.org](mailto:gbillin@harlington.org).

Yours faithfully,

**Mrs G Billin**  
Deputy Headteacher