



The Sutton Academy

Together Students Achieve

Principal: Mrs Alison Sherman

January 2018

Year 8 Partnership Evening Appointments – Thursday 25 January 2018

Dear Parent/Guardian

On the reverse of this letter you will find your appointment times for our Year 8 Partnership Evening. Displayed are the times of the appointments, the member of staff they are with and the rooms they will take place in. You are advised to bring this appointments letter with you on the evening.

Appointments have been scheduled automatically for parents. The majority of subjects studied have been allocated; although where class sizes are large some students may not have a fixed appointment time overleaf.

In any circumstance where your child does not have a scheduled appointment with a member of staff you would like to see please check with the member of staff in question on the evening to see if you can meet with them.

As you can imagine parents and teachers have a lot of appointments throughout the evening and so could we please ask you to note :-

- 1) Parents try to stick to the scheduled appointment order and times overleaf as best they can.**
- 2) Appointments are set at four minutes which should enable enough time to discuss your child's progress; please be mindful of this on the evening.**

If you find any problems with your appointment times overleaf please ask your child in the first instance to speak with Mr Hughes (Key Stage 3 Achievement Leader) or Miss Keenan (Head of Year 8).

Yours faithfully

R Hughes

L Keenan

Mr R Hughes
KS3 Achievement Leader

Miss L Keenan
Head of Year 8

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