

January 2019

Parents' Evening – Tuesday 5th February 2019
4:00pm-7:00pm

Dear Parent/Carer

I am writing to invite you to the Outwood Academy City Fields Parents' Evening on Tuesday 5th February 2019 from 4:00pm to 7:00pm.

The rationale of the evening is for students and their parents or carers to meet with subject teachers to discuss subject progress and concerns at Outwood Academy City Fields so that appropriate support and intervention can be put in place. As a result, you will not necessarily see all of your child's teachers as has been possible in previous years.

As this evening is available for all year groups, it is strictly by appointment only. Your child's teacher may request an appointment with you in the coming week, or if you have a specific concern about a subject your child should make an appointment with that teacher.

Students should make appointments with their subject teachers on the appointment sheet on the reverse of this page. Appointments should last 5 minutes. If a longer appointment than 5 minutes is required, please arrange for this to take place outside of the parents evening.

If you are unable to make the evening but would like to discuss your child's progress in specific lessons then the students should pass contact times and availability to the subject teacher.

Light refreshments will be available from 4:00pm-7:00pm.

Yours faithfully



Elizabeth Ford
Principal

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Appointment Sheet

Time	Teacher	Subject
4:00		
4:05		
4:10		
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