



27 November 2017

Dear Parent/Carer

Year 7 Achievement Evening – Thursday 7th December 2017

We would like to invite you and your son/daughter to our Year 7 Achievement Evening to be held on Thursday 7th December 2017. The event will begin at 4.00pm until 6.30pm and will be an opportunity to discuss the progress of your child.

On the evening you and your child will also be able to discuss their most recent report.

Your son/daughter will be given a card to collect appointment times from each of their teachers. Please discuss with your child the most convenient time for you to attend.

To help us organise and prepare for the evening could you please confirm your attendance by completing the attached reply slip and return to Reception by Monday 4th Decemeber 2017.

If you have any questions regarding the Achievement Evening please contact me via email: mevans@newarkacadem.co.uk or leave a message for me with the reception team and I will get back to you as soon as I can.

Yours sincerely

Mrs M Evans
Head of Year 7

Please return this reply slip to Reception on Monday 4th December 2017

Achievement Evening, Thursday 7th December 2017

We will be attending the Year 7 Achievement Evening on Thursday 7th December 2017

We will not be attending the Achievement Evening and need to make alternative arrangements for feedback

Student name: _____

Tutor group: _____

Signed: _____

Date: _____

Parent/Carer name (please print): _____