



4 February 2016

RE: YEAR 11 STUDENT PARENT TEACHER CONFERENCE AND IN INFORMATION EVENING – MONDAY 22 FEBRUARY

Dear Year 11 Parent/Guardian

I am writing to remind you that the rescheduled Student Parent Teacher Conference (SPTC) for Year 11 and the IB Information evening will take place on Monday 22 February. The SPTC will run from 4:00pm to 6:30pm in the Secondary campus as usual. The IB Information evening will start at 6:30pm in our Auditorium, ending at 8pm.

The SPTC is a good opportunity to discuss what your son or daughter can do to have the best possible preparation for the final examinations in May and June. There is much to discuss, and I hope that these conversations will help us all to work together to make sure that your sons and daughters are as successful as they can be.

Your son or daughter has a page in their student planner for recording the appointments that they make with each individual teacher. Please tell them if there are particular times which work best for you or which need to be avoided. It is very important that your son or daughter comes to the meetings with you, as the open three-way communication that this allows is extremely valuable.

The IB Information evening will feature presentations with all the information you need about the IB Diploma Programme. There will be an opportunity at the end to ask questions.

Let me also remind you about our Pre-IB programme which takes place from 20- 22 June for all students who plan to continue into Year 12.

Yours Sincerely

Angela Sharrock
Head of Year 11

Andrew Joy
Head of the IB Academy



BOOKING SHEET FOR YEAR 11 STUDENT-PARENT-TEACHER CONFERENCE

Monday 22 February 4:00pm to 6:30pm

My name and form:

Times my parents are able to meet teachers:

Subject	Teacher	Time