

HELPING OTHERS TO BE THE BEST THEY CAN BE

## THE BRITISH INTERNATIONAL SCHOOL Puxi, Shanghai

22 April 2014

## RE: YEAR 8 STUDENT-PARENT-TEACHER CONFERENCE 29 APRIL

Dear Parent/Guardian,

As you may have seen in our school calendar, we are holding a Student-Parent-Teacher Conference for Year 8 on Tuesday 29 April. This will run from 4:00pm to 7:00pm and will take place in our secondary campus. It provides an opportunity to discuss your son or daughter's progress with their subject teachers.

Your son or daughter will make a series of appointments with individual teachers over the course of the next few days. Please make sure they know if there are particular times that you would prefer, or that you need to avoid. Students are expected to attend with their parents, as this opportunity for open, three-way communication between student, teacher and parent is very valuable.

In addition to subject teachers, the Year 8 form tutors and the Head of Year 8, Katherine Temple will also be available to talk to parents. Please do ask your son or daughter to make an appointment with them, or catch them on the evening if you would like to meet with them.

If you have any questions or need further clarification, please do contact me at <u>a-lancaster@bisspuxi.com</u>

I look forward to seeing you next week.

Best wishes,

Andrew Lancaster Head of Key Stage 3