



15 November 2024

Dear Parent/Carer

I am writing to inform you about the upcoming parents' evening for Year 11 and to provide details about the scheduling of appointments for maths with me.

As I am currently teaching two Year 11 classes, there may be more demand for appointments than available time slots. To ensure that as many parents as possible have the opportunity to discuss their child's progress in maths, we kindly ask that you schedule your appointments promptly.

Once the initial round of appointments have been filled, we will offer additional slots, although some of these may need to be conducted by telephone to accommodate all requests.

Thank you for your understanding and support in helping us make parents' evening as productive as possible for everyone involved.

Yours sincerely

A handwritten signature in black ink that reads "R Clarke".

Mrs R Clarke

Curriculum Team Leader Mathematics