

Headteacher  
Mr M A Pennington  
BSc(Hons), PGCE, NPQH



Founded 1708

Chair of Governors  
Mr M Hill

## The Blue Coat School

An Academy 'Leaders in Science and Mathematics'

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November 2019

Dear Parent(s)

### Year 13 Parents' Evening

I am writing to invite you to your son/daughter's annual Parents' Evening, which will be held on Tuesday 12<sup>th</sup> November from 4.15 pm until 6.45 pm. It would be helpful if you would confirm your arrival with the duty prefect. The Parents' Evening will take place both in Shirley Hall and in the rooms along the language corridor, which is immediately adjacent to Shirley Hall. Access to Shirley Hall will be via the Clock Tower entrance.

Your son/daughter will shortly receive a blank appointment sheet and will be required to make the necessary appointments for you with the relevant members of staff. Your son/daughter should avoid booking two appointments directly following each other, so that sufficient time is allowed for moving between members of staff.

The purpose of the short meetings is to discuss the progress of your son/daughter. Should you require a longer discussion with a member of staff please email [a.wright@bluecoatschool.org.uk](mailto:a.wright@bluecoatschool.org.uk) and an appointment at a mutually convenient time can be made with the relevant teacher.

In the event of requiring wheelchair access to the school, please contact the School in advance of the Progress Evening in order to allow us to put the appropriate arrangements in place.

Yours faithfully

*M Watkins*

**M Watkins**  
Assistant Headteacher  
Teaching, Learning & Achievement



