



BORDEN

GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

6 February 2019

Dear Parents/ Carers,

Year 9 Parents' Evening – Tuesday 26 February (4.30pm – 7pm)

I am writing to invite you to a Parents' Evening, which will take place at the school on Tuesday 26 February. This will enable you to meet with your son's teachers, to discuss the progress that has been made so far at the school and to raise any concerns or questions that you might have. Mr Artingstoll (Assistant Head) and Mr Weller (Head of Year 9) will also be available for consultation. There will also be an IT Clinic with Mr Phillips between 4.30 – 6pm in Room 3 if you would like further information about the IT GCSE course.

To assist in the smooth running of the evening, we will operate an appointments system, the details of which are on the attached sheet. Please fill in the names of those teachers you wish to see and ask your son to bring the form to school so that he can begin to make appointments. It is generally advisable for pupils to leave a five minute gap between appointments to make optimum use of the time.

As important choices will have to be made shortly after the meeting, it is very important that your son accompanies you (in full school uniform please). It would also be useful to bring the Options Booklet with you.

After the meeting, please fill in the option choices sheet and sign it to show that you are aware of your son's choices. **He must return this to his Form Tutor by Friday 1 March.**

If you have a disability that makes access to the school building difficult, or presents any other problems for you at Parents' Evening, please contact Miss Bateman (PA to Headteacher) in advance and we will try to make any adjustments that will help for the evening.

Finally I have to point out that, as nearly all the staff will be attending, there are unlikely to be any spaces in the car park. Should you seek a parking space in the spur road beside the school, please be aware of the residents' need to access their driveways. I would also ask you to sign both the 'In' and 'Out' lists provided in the entrance hall. This is simply so that staff can check on those who may not have turned up for an appointment, to see if they are still in the building.

Yours faithfully,

Jonathan Hopkins
Headteacher



BORDEN GRAMMAR SCHOOL
YEAR 9 PARENTS' EVENING APPOINTMENT LIST
Tuesday 26 February 4.30pm – 7pm

PUPIL'S NAME:

FORM:

Please list below those subjects and/or staff with whom you wish to make appointments. Leave blank the actual appointment time, which will be completed by the appropriate member of staff.

	SUBJECT	STAFF NAME	APPOINTMENT TIME	STAFF SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				