



BORDEN

GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

7 November 2019

Dear Parents / Carers,

Year 13 Parents' Evening – Thursday 21 November 2019

I am writing to invite you to a Parents' Evening, which will take place at the school on Thursday 21 November between 4.15pm and 6.45pm. This will enable you to meet with your son's or daughter's teachers and to discuss the progress that has been made towards AS/A2 this year. I will also be available for consultation, should you wish to see me.

To assist in the smooth running of the evening, we will be operating the usual appointments system, details of which are on the attached sheet. Your son or daughter will also be given a copy of the appointment sheet via their register. Please aim to see all of your son's or daughter's teachers and ask him or her to make the necessary appointments. It is generally advisable for pupils to leave a five-minute gap between appointments to make optimum use of the time.

As this is a vital stage in the run up to the examination period, it is very important that your son or daughter accompanies you to this evening and we strongly encourage students to do so.

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 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 by The Appleyard, 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,

Mr C J Brinn
Assistant Headteacher, Head of Sixth Form



BORDEN GRAMMAR SCHOOL

YEAR 13 PARENTS' EVENING APPOINTMENT LIST

Thursday 21 November 2019 4.15pm – 6.45pm

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				