

The Cottesloe School

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Headteacher: Mr A McBurnie BEd (Hons), MBA



November 2015

RE: Year 10 Parents' Consultation Evening – Wednesday 9th December 2015

Dear Parent / Carer

The Year 10 Parents' Consultation Evening has been arranged for Wednesday 9th December 2015 from 4.30–7.00pm. Individual subject teachers, senior staff and the Head of Year will be present at this evening. Students are expected to accompany their parents to the Consultation Evening and should wear **full school uniform**.

In order to facilitate the smooth running of this evening, an appointment system will operate and parents should indicate their intention to attend the evening by emailing officeadministrator@cottesloe.bucks.sch.uk by Friday 4th December 2015. Appointment sheets will be issued to students, who should approach each of their subject teachers to obtain a mutually convenient appointment time. Appointments will be for five minutes; if you need a longer consultation, please make an alternative arrangement for another day.

Consultation Evenings provide a hugely important opportunity to discuss your child's academic progress and we hope all parents will make every effort to attend. We always appreciate feedback from parents and carers and we would be grateful if you could please spare five minutes at the end of your consultations to complete a questionnaire.

Please could I ask that, on arrival, you sign in at Reception. Please also note that the School Shop will be open during the evening for buying uniform and revision guides – payment can be made by cash, cheque or Parent Pay.

Yours sincerely
Mr A McBurnie
Headteacher