

Dear Parent/Carer

On the afternoon of the 26th February we are inviting you to an event in support of your son or daughter's progress towards their GCSE examination. At this stage it is important that you as much as the students are supported and we know you will want to do everything you can to help them achieve.

On that afternoon we will be thirty-six school days away from the beginning of the summer session of exams. It is vital that we are all working together in order for your son/daughter to be both confident and successful in their approaches to those exams, that they know how to go about the necessary work and that they begin to understand what works for them in each of the subjects. They need to hear the messages from all of us and know that we are doing everything to ensure their success.

We will be closing the school early on the 26th February. We intend to run the usual sessions in the morning, have lunch and an afternoon registration period of ten minutes. Students will then be free to leave at 13:50 and return with you or remain to be joined by you to attend the afternoon sessions.

We will begin at 14:15 on with a series of key messages from staff regarding what approaches are possible in their subjects and advice and guidance, from experience, of what might be the best for your son/daughter. At 15:00 teachers will be available for individual appointments of as much as ten minutes to talk to you and your child regarding their strengths and weaknesses and how they can go about improving their chances in the exam. At 17:00 we will run the process again, giving everyone and particularly those working late a chance to take part and hear the messages.

- 14:15 – 15:00 Key messages – subject presentations
- 15:00 – 16:45 Individual appointments
- 16:45 – 17:00 Comfort Break
- 17:00 – 17:45 Key messages – subject presentations
- 17:45 – 19:00 Individual appointments

The afternoon is designed so that you can join at any point and at a time which is convenient to you.

We very much hope that you will be able to attend. If for any reason you cannot make it that evening but wish to know more about how you can help then please let us know and we will ensure that you receive help and guidance.

Yours faithfully