



Headteacher / Prifathro: Mr. Ryan Davies MED

22nd January 2019

TO PARENTS/CARERS OF PUPILS IN YEAR 8

Dear Parents/Carers,

You are warmly invited to attend a Parents' Evening on **Thursday 14th February 2019** in the Lower School. Staff will be available from **3.45pm to 6.45pm** so that you may have the opportunity to discuss your child's progress.

On the reverse of this letter is an appointment sheet on which members of staff will indicate the time of your appointment.

Mrs Vicker and I will be available to discuss any matter that concerns your child, however, **you will need to make an appointment** as we also teach Year 8. The Headship team will also be available in the Lower School to discuss any general matters with you.

As you may know from your own experience, parking at the Lower School site is unfortunately very limited and there are often problems of congestion on Parents' Evening. To reduce the confusion as much as possible, could we ask you to please walk if you live near the school, or perhaps share cars with neighbours.

If you have any special needs that we will need to cater for, for example, wheelchair access, will you please let me know as soon as possible.

Please could I also remind you to sign the attendance register upon arrival in the lower school foyer.

I would like to impress upon you the importance of attendance at Parents' Evenings, and if you are unable to attend please pass this information on with your son/daughter. I look forward to seeing you then.

Yours sincerely

**Mrs S. Hopkins
Progress Leader**

BRYNTEG COMPREHENSIVE SCHOOL PARENTS' APPOINTMENT SHEET

Each appointment is of five minutes duration. This cannot be extended because other parent's appointments will be delayed or missed.

Leave five minutes between appointments to allow you to get to your next appointment.

It is not necessary for parents to see every teacher; perhaps only those with whom you wish to discuss a particular problem or from whom you need to seek specific advice.

Time	Subject	Teacher	Room		Time	Subject	Teacher	Room
3:45					5.15			
3.50					5.20			
3.55					5.25			
4.00					5.30			
4.05					5.35			
4.10					5.40			
4.15					5.45			
4.20					5.50			
4.25					5.55			
4.30					6.00			
4.35					6.05			
4.40					6.10			
4.45					6.15			
4.50					6.20			
4.55					6.25			
5.00					6.30			
5.05					6.35			
5.10					6.40			
					6.45			