



6 January 2017

«Parental_addressee»
«HouseName»
«Apartment»
«HouseNumber» «Street»
«District»
«Town»
«County»
«Postcode»

Dear «Parental_Salutation»

Year 10 Progress Evening – Thursday 12th January 2017
«Forename» «Surname», «Reg»

I am writing to invite you and «Forename» to attend the Year 10 Progress Evening at The Kingsway Academy. Subject Teachers will discuss, with you and «Forename», his current progress and ways to improve. Teachers will also outline how they intend to support «Forename» to help him achieve his full potential.

The Progress Evening will take place between 4.30pm – 6.30pm on Thursday 12th January 2017 and will be based in the dining room.

The evening will be organised on an appointments basis so please encourage «Forename» to make appointments as soon as possible on the sheet with which he has been provided. A copy of this form is enclosed within this pack. I must point out that 6.25pm is the latest appointment and would advise «Forename» leaves a 5 minute gap between appointments to allow movement between appointments.

Can I please ask that you confirm your attendance to this evening via email to office@kingswayacademy.co.uk

Yours sincerely

Shelagh Potter
Principal