



# KINGSBRIDGE COMMUNITY COLLEGE

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Principal : Roger Pope

[www.kingsbridgecollege.devon.sch.uk](http://www.kingsbridgecollege.devon.sch.uk)

19<sup>th</sup> April 2010

Dear Parents/Guardian

## YEAR EIGHT PARENTS' EVENING

I am pleased to invite you to visit the College on the evening of **Tuesday 4<sup>th</sup> May 2010** to meet members of staff and discuss the progress of your child. This is an opportunity to speak with your child's subject teachers, and I hope you will be able to join us. Your son/daughter is welcome to accompany you on this evening, but this is left to your discretion.

The College will be open from 4.00pm to 7.00pm and to avoid unnecessary queuing, we are operating an appointments system for all subjects. Please do not come too early if you have a 4.00pm appointment, as the Caretaker and his cleaners will still be preparing the premises up to 3.55pm.

An appointment form is enclosed with this letter. Please state on it which members of staff you wish to see and also the time you expect to be at the College. Over the next two weeks, your child can arrange appointments for you with members of staff. The names of the members of staff are on the reverse side of the form, as well as the times they expect to be available and which rooms they will be in.

If you do make appointments with staff and then find that you are unable to attend Parents Evening, it would be helpful if you could advise the Office so that we can notify the members of staff concerned.

If you have any difficulties accessing any of our facilities and need alternative arrangements to be made or due to a disability need a parking space reserved, please do not hesitate to contact Mrs Glover on Reception or Mrs Fish in Student Services who will make suitable arrangements.

I hope you will be able to attend, but if you are unable to do so, please sign the form and return it to your child's tutor. I look forward to seeing you on the **4<sup>th</sup> May**.

Yours sincerely

**Mr Wibberley**  
**Head of Year 8**

