



# Burnt Mill Academy

Head of School: John Blaney, BA Hons, PGCE, MA, NPQH

First Avenue, Harlow, Essex, CM20 2NR T 01279 300555 F 01279 307234  
E office@burntmill.essex.sch.uk W www.burntmill.essex.sch.uk



16<sup>th</sup> November 2015

Dear Parents/Carers,

**Year 10 Parents' Evening**  
**Thursday 26th November - 4.00 p.m. - 7.00 p.m.**

We would like to inform you that Year 10 Parents' Evening is on the above date and time. This is an opportunity to speak to your child's subject teachers about the progress your child is making in lessons and to ask any questions you may have. You may also wish to book an appointment with your child's tutor/Director of Learning in order to discuss overall progress.

It is vital that your child still attends parents evening even if you can't as this is an opportunity for them to gain vital feedback and advice about upcoming GCSE subjects.

Your child will be given an appointment sheet and will need to arrange appointments with their teachers, available from 4.00 p.m. until 7.00 p.m. Please tell your child when it is more convenient for you so he or she can arrange these accordingly.

Please complete the reply slip below and return it to your child's tutor **by Friday 20th November**. If you have any queries, please do not hesitate to contact me.

We look forward to seeing you.

Yours sincerely,

**Mr E Tooley**  
Director of Learning - Year 10  
[tooleye@burntmill.essex.sch.uk](mailto:tooleye@burntmill.essex.sch.uk)

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**Reply Slip**

To: Form Tutor

**Year 10 Parents' Evening**  
**Thursday 26th November - 4.00 p.m. - 7.00 p.m.**

Name of student: \_\_\_\_\_ Tutor group: \_\_\_\_\_

**Please tick relevant box :**

I/we will be attending Parents' Evening.

I/we will **NOT** be attending Parents' Evening

Signed: \_\_\_\_\_  
(Parent/Carer)

Date: \_\_\_\_\_





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2<sup>nd</sup> November 2015

Dear Parent/Carer,

**Year 9 Parents' Evening**  
**Wednesday 11<sup>th</sup> November 2015 4.00p.m. – 7.00p.m.**

I am writing to invite you to Year 9 Parents Evening, which will be held on Wednesday 11<sup>th</sup> November between 4.00 p.m. and 7.00 p.m. This will enable you to meet with your child's subject teachers to discuss their progress in their first set of GCSE challenges. This is also an excellent time for your child to begin to consider the subjects they may like to study for their Year 10 options choices and an opportunity for you to discuss their initial ideas with subject specialists.

Students will be provided with an appointment sheet on which they can record appointment times with individual teachers. Can you please discuss with your child the times you are available to attend appointments and encourage them to make appointments with all of their subject teachers.

Please complete the reply slip below to confirm if you are able to attend. If you are unable to attend on this evening, could you please contact me via email at [fletcherr@burntmill.essex.sch.uk](mailto:fletcherr@burntmill.essex.sch.uk) to offer an alternative appointment time. Thank you in advance for your support.

Yours sincerely,

**Miss R Fletcher**  
**Director of Learning Year 9**

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**Reply Slip – FAO: Mrs Fletcher**

**Year 9 Parents' Evening**  
**Wednesday 11<sup>th</sup> November 2015 4.00 p.m. – 7.00 p.m.**

Name of Student: ..... Tutor Group .....

I/We will be attending Parents' Evening

I/We are unable to attend

I/We are unable to attend but would like to arrange an appointment

Signed: .....  
(Parent/Carer)

Date: .....

