



# St. Joseph's Roman Catholic High School

Chorley New Road | Horwich | Bolton | BL6 6HW

**Telephone:** 01204 697456 | **Fax:** 01204 669018

**Website:** [www.stjosephsbolton.org.uk](http://www.stjosephsbolton.org.uk) | **Email:** [office@st-josephs.bolton.sch.uk](mailto:office@st-josephs.bolton.sch.uk)

**Headteacher:** Mr R. Woods | **Deputy Headteachers:** Mr M. Graham, Mrs J Morgan | **Chair of Governors:** Mrs P. Jones

**Registered Charity Number:** 1075795 | **Facebook/Twitter:** StJosephsRCHS

9<sup>th</sup> March 2017

## Year 10 Parents' Evening – Thursday 23<sup>rd</sup> March 2017 4.30 – 7.00pm

Dear Parent/Carer

I am writing to invite you to attend the Year 10 Parents' Evening. As you are aware, the Parents' Evening is organised using an appointment system and I would ask you to inform your child of the approximate times that you would like him/her to try to book your appointments. It is very important that this is done as soon as possible as appointments are booked on a first come first served basis.

Additionally, in order for the system to work effectively, it is essential that appointments are kept to. I would perhaps suggest leaving a five minute interval between each of your appointments to give you time to move from one teacher to another. There will also be a seating plan available for you on the evening.

We also encourage pupils to attend the Parents' Evening and ask that all pupils are in **full school uniform**. Furthermore, if you have any particular requirements or concerns about the Parents' Evening, please do not hesitate to contact me in advance.

Finally, please return the reply slip below to your child's Form Tutor before Thursday 16<sup>th</sup> March 2017.

Yours sincerely,

**Miss R Finch**

Year 10 manager of Learning



Reply Slip: I am able/not able\* to attend the Year 10 Parents' Evening on Thursday 23<sup>rd</sup> March 2017.  
\*delete as appropriate

Name \_\_\_\_\_ Form \_\_\_\_\_

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

