



Joseph Swan  
Academy

5<sup>th</sup> October 2018

Dear Parent/Carer

I would like to invite you to our Year 11 Progress Evening which will take place on Thursday 18<sup>th</sup> October 2018 between the hours of 4pm – 7pm at Joseph Swan Academy. This event will be an **appointment based event** with staff from each department located on the Academy 'Street'.

This Progress Evening is a real opportunity for you to speak to your son/daughter's subject teachers. It is important that you see key staff to discuss the progress your son/daughter is making in the first half term of Year 11.

The Year 11 Team will be on hand for additional advice and support throughout the evening.

Please discuss the evening with your son/daughter and ask them to make appointments with the teachers you would like to see. The appointments will be between 4pm – 7pm. Please indicate if you need later appointments for your son/daughter. Note appointments will be approximately 5-10 minutes in length. You will have the opportunity to see your son/daughter's books/folders during the evening.

Please do contact the Year Team if you have any questions.

We look forward to seeing you on Thursday 18<sup>th</sup> October 2018.

Yours faithfully

Miss H. E. Scott  
Head Teacher

**Head Teacher** Miss H. E. Scott

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