



Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary
Mrs Bishop - Principal of Secondary

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3rd December 2019

Dear Parent/Carer

Year 11 Parents' Evening - Thursday 12th December 2019 - Appointment Booking

I am writing to invite you to attend our Parents' Evening on Thursday 12th December 2019 from 4.00pm. This is a very important evening in the Academy's calendar as it is an opportunity for you to discuss your child's progress with their teachers. Parental support is one of the biggest motivators for students and your contribution is essential in helping them to be successful in their studies.

Your child will be given an appointment schedule, with five minute appointment slots, from 4.00pm to 6.30pm, to book a time with each of their subject teachers, and their tutor. All year 11 reports will be handed out on arrival to the evening and this will also give you an opportunity to discuss the recent PPEs results with subject teachers. Please discuss the process with your child so that they can make appointments with their teachers.

Please ensure your child has made their appointments by **Friday 6th of December** as tutors will be phoning home from the afternoon of Monday 9th to follow up with any students who have not made appointments.

If you have any other questions, please contact myself using the email [link](#) from the Academy website.

Yours faithfully

Mrs L Bourke
Pastoral Lead for Key Stage 4 (Years 10 - 11)