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15<sup>th</sup> May 2023

Dear Parent / Carer,

I am writing to you about the upcoming Year 10 Parents' Evening.

Due to the exceptionally busy week next week, with overseas School Trips taking place and Sports Day on the same day, a number of staff are not available for the Parents' Evening. You will have seen that you are unable to book appointments for:

- Ms Townes
- Mrs LeFevre
- Miss Hatton
- Miss Lapworth
- Mr Kong
- Mr Lagdon
- Miss Keeping
- Miss Whiteley
- Mr Weedon
- Miss Kenneford
- Mr Middleton

These colleagues will contact you via email with a short email update regarding your child's progress. We have asked them to do this by the end of the School day on Friday 9<sup>th</sup> June.

Thank you for your support.

Yours faithfully,

**Mr R Peel**

Deputy Headteacher

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