



# Ark St Alban's Academy

12 October 2017

Parent/Guardian

**Re: Progress Day Wednesday 1<sup>st</sup> November 2017**

.... We warmly invite you to attend our **PROGRESS DAY on Wednesday 1<sup>st</sup> November**. These days have proved to be very successful and a great help to both students and their parents in gaining a complete picture of progress and in providing an opportunity to set targets for future development.

Progress Days will run between **10.30 a.m.** and **6.30 p.m.** The purpose of the meeting is to review the progress your child has made so far this year, and to set new targets for the forthcoming term. You will also receive a copy of your child's latest report.

Please complete the slip attached to indicate what time you would like your appointment with your child's house tutor and return it by **Friday 13<sup>th</sup> October 2017**. **Attendance is mandatory** and your child needs to attend the appointment with you in **full academy uniform**.

We value the chance to meet parents and look forward to meeting with you on **Wednesday 1<sup>st</sup> November**.

Yours sincerely

**Mr K Vithal**  
**Vice Principal**

✂-----

Name of Student:

House Group:

I/We have received the letter about Progress Day on **Wednesday 1<sup>st</sup> November**.

Our preferred time\* is \_\_\_\_\_ Signed \_\_\_\_\_

*\*Appointments will run from 10.30 am and 6.30 pm*





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Academy

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