Pendle Community High School & College

Rated **Outstanding** in all areas- Ofsted 2017

✉ Oxford Road, Nelson
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Headteacher: Dr C Lingard (Mrs)
Deputy Headteacher: Miss J Bayliss
Asst. Headteacher: Miss D Grogan

17th October 2018

Dear Parent/Carer

Re: Parents Evening – Tuesday 13th November 2018

You are warmly invited to attend Parents Evening on **Tuesday 13th November** between **5.00 pm** and **7.00 pm** which will provide you with an opportunity to discuss your child's progress. To help organise the evening, please would you indicate your intention to attend and your preferred time slots. We will then arrange our schedule accordingly and inform you of your allocated time.

I will be available on the night if you would like to discuss this or any specific issues about school and college.

We have invited local colleges to the evening who will be available in the main entrance. You do not need to book an appointment with the local colleges; the information will be of particular interest to parents/carers of young people in Years 10 and 11.

At reception there will be a display of school uniform including PE tops, which will provide parents/carers with the opportunity to order uniform. During the evening, refreshments will be served in the Food Technology Room.

Please note that all pupils/students will leave at the normal time of 3.10pm on Tuesday 13th November.

Please complete the tear-off slip below and return by **Friday 9th November 2018.**

Yours sincerely

Dr C Lingard (Mrs)
Headteacher

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Re: Parents Evening – Tuesday 13th November 2018

Student's name: _____   Form: _____

I shall / shall not be attending the Parents Evening on **Tuesday 13th November 2018.**

I would like to see my child's Form Teacher between:

(Please circle the most convenient time period)

5.00 pm and 5.30 pm	5.30 pm and 6.00 pm	6.00 pm and 6.30 pm	6.30 pm and 7.00 pm

Parent's Name:_____   **Signed:**_____   **Date:**_____
(Please print)