



Bassingbourn Village College

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Limited by guarantee registered in

England and Wales with registered no : 07564749

Registered address: Lode Road, Cambridge CB25 9DL

**Ms V Poulter
Principal**

26th November 2019

Dear Parent/Carer,

We would like to remind you that **Year 9 Parents' Evening** will be taking place on **Wednesday 11th December 2019, 4.30pm – 7.30pm.**

Students will be issued with their appointment sheets shortly and they should ask teachers for appointment times.

In order that the evening runs smoothly we suggest that students make appointments with a 5 minute gap between them, to allow parents to move from one teacher to the next. Parents are asked to assist us by keeping conversations to the 5 minute slot. If you require a longer meeting with a member of staff please make an appointment to see them at a mutually convenient time after the 11th December 2019.

If you are unable to attend the evening, please contact the appropriate subject teacher by e-mail or by telephone to enable you to keep up to date with your son/daughter's progress.

We look forward to seeing you on Wednesday 11th December 2019.

Yours faithfully

Ms C Harris
Head of Year 9/10

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Name of student: Tutor Group:

I/We will/will not be able to attend the Year 9 Parents' Evening on Wednesday 11th December.

Signed