

To: All Parents/Carers of Year 7 to Year 13 Students

Our ref: 8752245

11 February 2021

Dear Parent/Carer

Headteacher's Surgery - Wednesday 3 March 2021

My next Headteacher's Surgery will take place on 3 March 2021 and is an opportunity to meet virtually with me to discuss any aspect of school life.

School surgeries are an additional way to contact the school and do not replace any of the existing forms of communication and progress evenings. Heads of House are available on a day to day basis to pick up any concerns and queries, subject teachers can also be contacted should you wish to discuss a particular area, and email queries can be sent via our website. In addition, you can book an appointment to see a member of the Senior Leadership Team at all Progress Evenings.

The surgery will take place virtually and will start at 4:30 pm, and in order for me to see as many people as possible, 15 minute slots will be allocated, with the last session at 7:30 pm.

All appointments should be booked in advance **by Wednesday 24 February** and can be arranged via the parents evening booking system on the school website. The booking system will open at 9am on Saturday 13 February, and close at 9pm on Wednesday 24 February.

A further surgery will be held later in the academic year, with a reminder letter being sent nearer the time.

I hope you will find the school surgery useful, and I look forward to meeting you at them.

Yours faithfully



Richard Williman
Headteacher