

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

26 May 2021

Our ref: 8792229

Dear Parent/Carer

Headteacher's Surgery - Wednesday 16 June 2021

My next Headteacher's Surgery will take place on Wednesday 16 June 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 6:30 pm.

All appointments should be booked in advance **by Tuesday 8 June** and can be arranged via the parents evening booking system on the school website. The booking system will open at 9:00 am on Saturday 29 May, and close at 9:00 pm on Tuesday 8 June.

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

Yours faithfully



Richard Williman
Headteacher