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Chief Executive: Mr D Judson, BEd, NPQH  
Head of School: Mrs A Sweeten, BA (Hons), MA, NPQH  
Deputy Headteacher: Mr S Rawle, BA (Hons), MA

21 April 2023

Dear Parent / Carer,

**Re: Year 10 Parents' Evening (0122-22KTH)**

Year 10 Parents' Evening will take place in school on Thursday 4<sup>th</sup> May 2023, from 4:00pm to 6:30pm.

This is a fantastic opportunity to meet with your child's teachers to discuss their progress throughout the academic year and to find out the areas of focus for the remainder of the academic year.

On the evening, parents / carers and pupils will be able to collect a printed report, which will include their child's mock exam results.

For specific pupils, there will also be the opportunity to meet with our Emotional Wellbeing Officer - Mrs Howlett and SENCo - Mrs Griffiths / Assistant SENCo – Mrs Walker.

As this event is face-to-face, appointments are not required. However, we do expect a high attendance and therefore advise parents / carers to arrive as early as possible to ensure you are able to meet with as many of your child's teachers as possible. We encourage pupils to attend with their parents / carers.

As we do not have a large waiting area, we kindly ask that you do not arrive before 3.55pm; arrival before this time may mean you are required to queue outside. A bell will signify the end of the appointments at approximately 6:30pm. For health and safety reasons, we ask that pupils and parents / carers vacate the building by 6:45pm.

Should you have any queries regarding Parents' Evening, please contact Mrs Rutter, Academy Administration Manager, via school reception or by emailing [prutter@longfield.swiftacademies.org.uk](mailto:prutter@longfield.swiftacademies.org.uk)

Yours sincerely,

Mr K Thompson  
Assistant Headteacher