



# George Spencer Academy

Principal: Andrew Field  
11-18 School. Number on Roll: 1430

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Dear Parent/Guardian

**Year 7 Progress Evening: 4.30pm - 7.00pm in the Maths Block – Lower Site**

**Thursday 28<sup>th</sup> March 2019 ‘S’ half – 7SCO, 7VA, 7BWL, 7SC, 7JT1 & 7MM**

You are invited to attend the Progress Evening for students in Year 7 (S half). The evening will start at **4.30pm and finish at 7.00pm** and will be held in the **Maths Block on lower Site**. A map will be provided to indicate in which room each faculty will be found. **Students are expected to attend and should be in school uniform.**

Appointments for the evening are made through our online appointment booking system on ‘Insight’. An email will be sent to you on, or near, the 20<sup>th</sup> March 2019 to let you know when the booking system is open. If your email address has changed, or if you are unable to access Insight, please contact the school office by Friday 22<sup>nd</sup> March.

When booking appointments you will see your child and a list of their subject teachers. In order to make an appointment simply click on a time. Once complete please click on the ‘download’ button and print off, or make a note of the appointment times. You only need to book appointments with subject teachers however, if you do want to meet or discuss your child’s progress with their Learning Manager please contact them directly via email or by calling the school office.

**Parking will only be available on lower site (Toton Side).** Please do not park in the nearby residential streets.

The reply slip at the bottom of this letter should be returned to your child’s Learning Manager by Friday 22<sup>nd</sup> March.

I look forward to seeing you on the 28<sup>th</sup> March.

Yours sincerely,

**Miss Rosie Johnson**

Director of Learning and Achievement for Y7

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**Progress Evening for Year 7S students - Thursday 28<sup>th</sup> March 2019**

Please return to the Learning Manager by Friday 22<sup>nd</sup> March.

Student name:..... Form:.....

\*I/We \*shall/shall not be attending the Year 7 Progress Evening on Thursday 28<sup>th</sup> March.

Signed:.....(Parent/Guardian) Date:.....