

Lancaster Royal Grammar School

East Road, Lancaster LA1 3EF



December 2009

Dear Parents,

1st Form Parents' Evening: Thursday 7th January 2010 – 5.45 pm

You are cordially invited to the Parents' Evening and I very much hope you will be able to attend. We feel it will not be appropriate for your son to come with you on this occasion.

Consultation with your son's teachers will be by appointment. Your son will be given an appointment card and will then make appointments with the relevant members of staff for you. The appointments are of four-minutes duration and it is important to have at least four minutes between the end of one appointment and the beginning of the next to allow you sufficient time to move between rooms. Your son's teachers will be available in rooms in the New Building and the first appointments are at 5.45 pm.

Appointments will be suspended at 6.55 pm to allow all parents to proceed to the Assembly Hall. I will be making a short presentation about the newly developed LRGS "Plan for Renewal". Appointments will start again at 7.30 pm.

Please bring the appointment card with you and keep to the appointment timetable.

I am sorry to have to tell you that at a previous parents evening, a number of parents' cars were vandalised whilst parked in the streets adjoining the school. It is likely that this was a one-off incident, but my strong recommendation would be to park on the Upper Courts behind the Dining Hall to avoid any possible repeat.

Tea and coffee will be available throughout the evening. I look forward to meeting you.

Yours faithfully,

A M Jarman

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Please tear off this slip, tick as appropriate and return to your son's Form Teacher as soon as possible.

Thursday 7th January 2010 at 5.45 pm

I/We will be present at the meeting

I/We regret I/we cannot to be present

NAME

BLOCK CAPITALS PLEASE

* Please delete as appropriate