



9 November 2023

Dear Parent,

**Year 7 Parents' Evening - Thursday 23 November 2023**

We are very proud of the start Year 7 have made at CGA. We are pleased to invite you to attend our Year 7 Parents' Evening on Thursday 23 November. Please arrive via the Laura Place, Main Reception with your child, at least 5 minutes before your first appointment.

**Appointments with staff will run between 4pm and 7pm for 5 minutes per subject.** This is an important opportunity to discuss your child's academic progress, behaviour and importantly their effort in lessons.

Students make their own appointments with teachers using page 156 of their student planner (see example below). Please make sure your child is clear what time you will be attending the parents evening from so that they can book appointments. Their form tutor will give them more guidance on how to do this. Please actively remind your child to book appointments. Please be aware that staff in certain Faculty areas such as Humanities, IT, AD&T, Music, Drama, & Languages teach multiple Year 7 classes and therefore will have to prioritise which parents they meet with.

All staff who teach your child, Annie Taylor (Engagement Support Assistant) and Tamara Chambers (Head of Year) will be available on the evening. This is the only opportunity during the academic year you will have to speak to your child's teachers in person it is therefore essential that you attend.

You have been emailed a link via our Evolve system. This is to confirm your attendance – NOT to book appointments. The email subject is 'Year 7 Parents Evening'. Please use the link to confirm your attendance by Monday 20 November. Thank you for your support.

We look forward to seeing you on 23 November 2023.

Yours sincerely,

Tamara Chambers – Head of Year 7  
**Head of Year 7**

No.	Subject	Teacher	Time / Date
1.	English	Ms Philips	4pm
2.	Maths	Ms Williams	4.10pm
3.	Science	Mr Mandoli	4.15pm
4.	History	Ms Curtis	4.25pm
5.	PE	Ms Kalman	4.30pm
6.	Art	Ms Ridgley	4.40pm
7.	DT	Ms Davies	4.45pm
8.	Geography	Ms Claxton	4.50pm
9.	RE	Ms Tomson	4.55pm
10.	Music	Mr Gustard	5.10pm
11.	Drama	Ms Whyte	5.15pm
12.	Form tutor	Mr Hood	5.25pm

Example appointment list using page 156 of student planner