

Dear Parent/Carer,

Firstly, I would like to wish you all a very Happy New Year 2017. It was great to see so many of you at the Mock Exam Results evenings in December.

I would also like to take the opportunity to inform you about a number of upcoming events for parents of our **Year 11 and Year 13 Students**.

On **Thursday 19th January 2017** and **Thursday 2nd February 2017** as detailed in my letter at the end of last term, there is an opportunity for you to come and meet with your son/daughter's teachers.

We want to give you the chance to ask any questions or discuss any concerns you might have in a particular subject area.

Each appointment will be for 10 minutes and your son/daughter will need to make their appointment for any teacher you wish to see on either **Thursday 19th January** or **Thursday 2nd February** between 3.15pm and 5.00pm, using the booking form provided. Some teachers may contact you directly if they feel they would like to see you at one of the evenings.

Please give your son/daughter the enclosed booking form and ask them to make appointments with their teachers.

There will be an opportunity to speak to myself and other senior leaders on these days too.

Alternatively, if you are unable to attend, then please contact the teachers using their email addresses on the most recent progress overview or find the current staff list on our website www.utcbolton.org/staff-contact/

I am also in the process of starting a 'Parent Focus Group.' This differs from the role of the staff governor, in that I want to have a group (max. 10) of parents/carers who are available to meet at least once per term to discuss the successes of the UTC and discuss any ideas you might have to improve the UTC still further. If you are interested please email your name and a daytime telephone number to our Clerk to the Governing Body Lynda Moore, l.moore@utcbolton.org by Friday 20th January at 12pm and I will contact you personally.

I look forward to seeing you at one of our events.

Yours sincerely,



Mr L A McDaid
Acting Headteacher

STUDENT NAME: _____

Booking form for Thursday 19th January 2017

Appointment Time	Subject	Teacher
3.15 – 3.25		
3.25 – 3.35		
3.35 – 3.45		
3.45 – 3.55		
3.55 – 4.05		
4.05 – 4.15		
4.15 – 4.25		
4.25 – 4.35		
4.35 – 4.45		
4.45 – 4.55		

Booking form for Thursday 2nd February 2017

Appointment Time	Subject	Teacher
3.15 – 3.25		
3.25 – 3.35		
3.35 – 3.45		
3.45 – 3.55		
3.55 – 4.05		
4.05 – 4.15		
4.15 – 4.25		
4.25 – 4.35		
4.35 – 4.45		
4.45 – 4.55		