

Dear Parent,

As you know, this is a very important term for our Year 10 and Year 12 students as we carefully review the progress they have made with us since September. In light of this, we are inviting you to meet your son/daughter's teachers who will provide you with an update on their progress. The meeting will also provide you with an opportunity to ask any questions or seek clarification on any aspect of their life at the UTC.

Each appointment will be for 5 minutes and your son/daughter will need to make their appointment for any teacher you wish to see on **Thursday 9th March** between 3.30 pm and 6.55 pm, using the booking form provided. Some teachers may contact you directly if they feel they would like to see you.

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

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

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/

It is important that your son/daughter returns the booking form as quickly as possible in order to ensure you get to see the teachers of your choice.

I look forward to seeing you on the 9th March.

Yours sincerely,



Mr L A McDaid
Acting Headteacher

STUDENT NAME: _____ **YEAR GROUP** _____

Booking form for Thursday 9th March 2017

Appointment Time	Subject	Teacher
3.30 – 3.35		
3.35 – 3.40		
3.40 – 3.45		
3.45 – 3.50		
3.50 – 3.55		
3.55 – 4.00		
4.00 – 4.05		
4.05 – 4.10		
4.10 – 4.15		
4.15 – 4.20		
4.20 - 4.25		
4.25 - 4.30		
4.30 – 4.35		
4.35 – 4.40		
4.40 – 4.45		
4.45 - 4.50		
4.50 – 4.55		
4.55 – 5.00		
5.00 – 5.05		
5.05 – 5.10		
5.10 – 5.15		
5.15 – 5.20		
5.20 – 5.25		
5.25 – 5.30		

5.30 – 5.35		
5.35 – 5.40		
5.40 – 5.45		
5.45 – 5.50		
5.50 – 5.55		
5.55 – 6.00		
6.00 – 6.05		
6.05 – 6.10		
6.10 – 6.15		
6.15 – 6.20		
6.20 - 6.25		
6.25 - 6.30		
6.30 – 6.35		
6.35 – 6.40		
6.40 – 6.45		
6.45 - 6.50		
6.50 – 6.55		
6.55 – 7.00		