



Dear Parent/Guardian,

I am writing to give you some news about the ways in which we intend to keep in touch with you concerning the progress of your daughter/son during this year. Currently, we are unable to run the parents' evenings as we would normally do. As a result, we have some extra reports and communications to keep in touch.

1. You may telephone or email with us.
2. There will be reports in October, December, March and April.
3. The reports in October and December will contain brief target sentences for each subject.
4. In December, there will be comments from the form tutor.

However, the year unfolds we will be ready to make sure that your daughter/son is ready for examinations and the summer results. As your daughter/son works with the teachers she/he will succeed.

Yours sincerely,

Cedric Burden  
Deputy Headteacher