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**Chief Executive:** Mr D Judson, Bed, NPQH  
**Headteacher:** Mrs A Sweeten, BA (Hons) MA, NPQH  
**Deputy Headteacher:** Mr S Rawle, BA (Hons), MA

15 February 2024

Dear Parent / Carer,

## Re: Year 11 Parents' Evening (0072-23ASW)

Year 11 Parents' Evening will take place in school on Thursday 29<sup>th</sup> February 2024, from 4:00pm to 6:30pm.

This is a fantastic opportunity to meet with your child's teachers to discuss their progress throughout the academic year, their recent mock exams and to find out the areas of focus for the remainder of the academic year.

On the evening, parents / carers and pupils will be able to collect a printed report, which will include their child's mock exam results.

For specific pupils, there will also be the opportunity to meet with our Emotional Wellbeing Officer - Mrs Howlett and SENCo - Mrs Griffiths / Assistant SENCo – Mrs Walker.

Furthermore, the Longfield Careers Team have arranged for a wide range of representatives from local colleges, apprenticeship and training providers will be in attendance to offer information, advice, and guidance on post-16 options.

As this event is face-to-face, appointments are not required. However, we do expect a high attendance and therefore advise parents / carers to arrive as early as possible to ensure you are able to meet with as many of your child's teachers as possible. We encourage pupils to attend with their parents / carers.

As we do not have a large waiting area, we kindly ask that you do not arrive before 3.55pm; arrival before this time may mean you are required to queue outside. A bell will signify the end of the appointments at approximately 6:30pm. For health and safety reasons, we ask that pupils and parents / carers vacate the building by 6:45pm.

If you have any questions or would like more information regarding the event please do not hesitate to contact the school via main reception on Tel: 01325 380815 or by email [enquiries@longfield.swiftacademies.org.uk](mailto:enquiries@longfield.swiftacademies.org.uk)

Yours faithfully,



Mrs A Sweeten  
Headteacher

