



EMMANUEL COLLEGE  
*Emmanuel Schools Foundation*

23 January 2023

Dear [RecipientTitle] [RecipientSurname]

We are delighted to be able to welcome parents and carers into College for our upcoming Year 8 academic consultation evening. This will provide an opportunity for you to discuss the recent interim assessment report in greater detail with [StudentForename]'s subject teachers.

The Year 8 academic consultation evening is due to be held in College on **Tuesday 7 February 2023 from 4:15pm-7:00pm**. Face-to-face consultations are an invaluable opportunity for you to discuss [StudentForename]'s progress in each academic subject and how you can best support [StudentForename] in [his/her] preparation for their annual examinations in the summer term. All students should accompany their parents dressed in their usual College uniform. **Please confirm via [this link](#) that you will be attending.**

Today [StudentForename] will be issued with an appointment card, enabling [him/her] to make appointments with [his/her] teachers. It is an expectation that all students make appointments with as many of their teachers as possible. Individual appointments will be four minutes in duration and, to avoid queues forming, a bell will sound to indicate when parents and carers should move to their next appointment time. Where some teachers have more than one Year 8 class, please be aware it might not be possible for them to meet with all the students they teach. If you are unable to meet with a particular teacher that you are keen to speak with, please ask [StudentForename] to make [his/her] teacher aware of this, so that arrangements can be made to address any queries you have.

Senior staff and most heads of departments will be available during the evening if a more strategic conversation is required. In some cases, senior staff may request a meeting with you at this event or at a later date.

Please note that, unless there are any specific mobility issues, we ask visitors to park in the Watergate Forest car park (postcode NE11 9RQ) off Whickham Highway, which is a five-minute walk from College. Directions to Watergate Forest car park can be found **here**. This will help reduce congestion around the site and enable guests to arrive at and leave the site in a more efficient manner.

We look forward to seeing you on Tuesday 7 February.

Yours sincerely

Mrs R Hall  
**Vice Principal – Quality of Education**