



EMMANUEL COLLEGE

Emmanuel Schools Foundation

15 December 2023

Dear [RecipientTitle] [RecipientSurname]

It was lovely to see so many parents join us at College last week, as our Year 11 students received their results from the recent trial examinations. The upcoming Year 11 academic consultation evening will provide an opportunity for you to discuss these results in greater detail with [StudentForename]'s subject teachers.

The Year 11 academic consultation evening is due to be held in College on **Tuesday 16 January 2024 from 4.30pm-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 the examinations in the summer. All students should accompany their parents dressed in their usual College uniform. **Please confirm via [this link](#) that you will be attending.**

In January, [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 11 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 16 January.

Yours sincerely

Mr J Lloyd

Assistant Vice Principal – Academic Standards