

St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Executive Head: Mr Serge Cefai

Head of School: Ms Miranda Baldwin

11 May 2018



Dear «Parental_Salutation»

Year 7 Parents' Information Evening Wednesday 23 May 2018 from 4.00 – 6:30pm

As you are aware, your child is approaching the end of their first year at St Matthew Academy. We would therefore like to invite you to a Parents Information Evening where you will have the opportunity to discuss your child and their progress over the last Academic year. Upon arrival you will receive your child's report which will form the basis of your discussion with your child's form tutor.

The Academy will be open to parents from 3.50pm and the evening will run till 6.30pm. **Your child is expected to attend with you in full school uniform.** Please be aware that there is no parking available for parents on the school premises.

Please complete the attached slip indicating your preferred appointment time and return to your child's Form Tutor by **Friday 18 May 2018.**

Yours sincerely

Ms S Wickcliff
Assistant Head Teacher

Mr T Part
Director of Learning

Re: Year 7 Parents Information Evening – Wednesday 23 May 2018 from 4.00pm – 6.30pm

I / We have received your letter regarding the Year 7 Parents Information Evening and:

- We will be pleased to attend (Please tick the appropriate box)
- We regret we are unable to attend

Please indicate your preferred appointment slot:

4.00pm – 4.30pm 4.30pm – 5.00pm 5.00pm – 5.30pm 5.30pm – 6.30pm

Student's Name: **«Name»**

Form: **«Reg»**

Parent/Carer Signature: _____ Contact number: _____