



IM/GR/cl

November 2017

THE SIXTH FORM COLLEGE COLCHESTER

I. C. MacNaughton, B.A., Principal

North Hill, Colchester, CO1 1SN

Telephone 01206 500700

Facsimile 01206 500770

www.colchsfc.ac.uk

Dear Parent/Guardian

PARENTS' CONSULTATION EVENINGS

THURSDAY 23 NOVEMBER Division 2, Division 5, Division 9 and TG 405-409
TUESDAY 28 NOVEMBER Division 7, Division 8 and TG 301-308, TG 410-413
THURSDAY 30 NOVEMBER Division 1, Division 6 and TG 309-313, TG 401-404, TG414

Consultation Evenings will be held for parents of all students on Thursday 23 November, Tuesday 28 November and Thursday 30 November from 6.30pm to 9pm. You are warmly invited to College, ideally on one of the evenings above, to discuss progress with the subject staff who teach your son or daughter. Students are also encouraged to attend the discussions.

You will see above that students in specific Divisions/Tutor Groups (TG) have been assigned to designated evenings. Your son or daughters Tutor Group number will identify the relevant designated evening. However, if the designated evening proves inconvenient, it is possible to make appointments on one of the alternative dates.

To reduce delays for both parents and staff, an appointment system will operate throughout the evening with the first appointment available at 6.30pm. Students will arrange your appointment times and locations directly with their subject tutors. It is advisable to leave a ten-minute gap between the end of one appointment and the next. This greatly assists in ensuring that appointment times are maintained for everyone throughout the evening.

Unfortunately, it will not be possible for parents to park in the College grounds during the evening. We would advise using either the Middleborough car park (*50p for entry after 6 pm) or St. Mary's car park (*£2.00 entry charge after 6 pm). Visitors with mobility or other personal difficulties should contact College Reception as early as possible so that appropriate arrangements can be made.

The College Reception switchboard (telephone 01206 500700) will be open throughout the evenings to deal with urgent messages, and plans of the College buildings and room locations will be available in Reception. Drinks and snacks will be on sale in the Refectory on the ground floor from 6.45pm.

My colleagues and I look forward to welcoming you.

Yours sincerely

Ian MacNaughton
Principal

**Prices correct at time of printing*





Parents' Consultation Evening Appointment Sheet

Student: _____

Personal Tutor: _____

Tutor Group Number: _____

Appointments for Evening of the _____ November

To be completed by the student, in liaison with Subject Tutors

NAME OF TEACHER	SUBJECT	APPOINTMENT TIME	ROOM

Please note: Where a teaching group is shared by two staff it may only be possible for you to meet one of the teachers on the evening. In such cases the teacher concerned will be able to give a joint view of the student's progress.

Please remember to leave at least 10 minutes from the end of one and the start of the next appointment.



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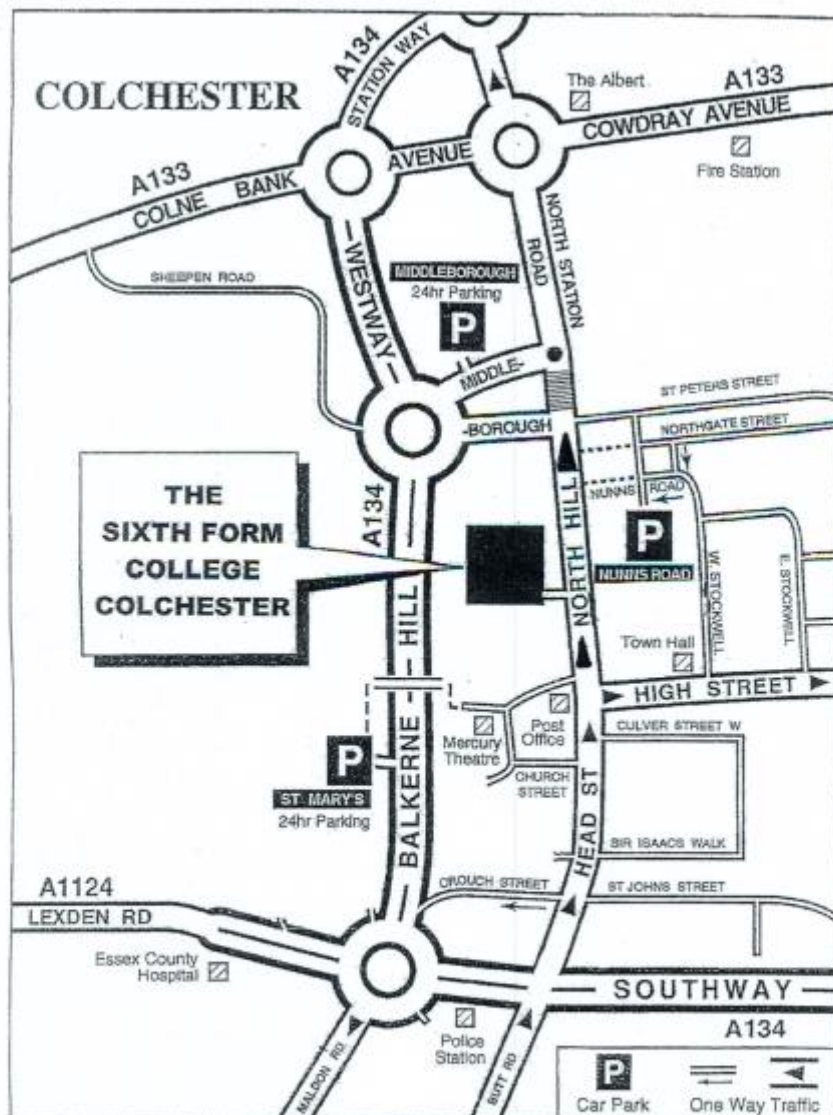
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Public car parks convenient for The Sixth Form College, Colchester