



# Bassingbourn Village College

South End, Bassingbourn, Royston, Hertfordshire SG8 5NJ

Telephone: 01763 242344 Fax: 01763 248122

Email: [Office@bassingbournvc.net](mailto:Office@bassingbournvc.net)

Website: [www.bassingbournvc.net](http://www.bassingbournvc.net)

Part of the Anglian Learning Trust

Limited by guarantee registered in

England and Wales with registered no : 07564749

Registered address: Lode Road, Cambridge CB25 9DL

**Mr D Cooper  
Principal**

20<sup>th</sup> April 2017

Dear Parent/Carer,

I would like to remind you that **Year 7 Parents' Evening** will be taking place on **Thursday 4<sup>th</sup> May between 4.30 and 7.30pm**

Students will be issued with their appointment sheets shortly and they will then ask teachers for appointment times. Your son/daughter will make appointments with staff at 10 minute intervals. This will allow for a 5 minute consultation with staff and 5 minutes for you to move to the next appointment. Hopefully this will enable you to have your appointments on schedule. If you require a longer meeting with a member of staff please arrange an appointment at a mutually convenient future date.

If you are unable to attend the evening, please contact the appropriate subject teacher through your child's planner, e-mail or by telephone to enable you to keep up to date with your son/daughter's progress.

Should you wish to have a drink or something to eat during parents' evening, there will be a PTA Coffee Bar available in the Prom offering takeaway refreshments and snacks.

We look forward to seeing you on Thursday 4<sup>th</sup> May.

Yours faithfully

Mr D Beck  
**College Achievement Leaders**

Ms J Shortt

✂ .....

Name of student: ..... Tutor Group: .....

I/We will/will not be able to attend the Year 7 Parents' Evening on Thursday 4<sup>th</sup> May 2017.

Signed ..... Number attending .....



**Mr D Cooper  
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