

To: All Parents/Carers of Year 7 to Year 13 Students

Our Ref: 87229561

10 January 2023

Dear Parent/Carer

**Re: Headteacher's Surgery – Wednesday 25 January 2023**

My next Headteacher's Surgery will take place on Wednesday 25 January 2023 and is an opportunity to meet virtually with me to discuss any aspect of school life.

School surgeries are an additional way to contact the school and do not replace any of the existing forms of communication and progress evenings. Heads of House are available on a day to day basis to pick up any concerns and queries, subject teachers can also be contacted should you wish to discuss a particular area, and email queries can be sent via our website.

The surgery will take place virtually and will start at 4:30pm, and in order for me to see as many people as possible, 15 minute slots will be allocated, with the last session at 6:30 pm.

All appointments should be booked in advance **by Sunday 22 January 2023** and can be arranged via the parents evening booking system on the school website. The booking system will open at 9am on Friday 13 January 2023, and close at 9:00 pm on Sunday 22 January 2023.

I hope you will find the school surgery useful, and I look forward to meeting you at them.

Yours faithfully



Richard Williman  
**Headteacher**