



**Dame Elizabeth  
Cadbury School**

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Our ref: PR/ER/Year 13 progress evening 1

Date: 14<sup>th</sup> November 2023

Dear Parent/Carer,

**Year 13 Progress Evening – Thursday 14<sup>th</sup> December 2023**

I have the pleasure of inviting you into school between 4pm and 7pm on Thursday 14<sup>th</sup> December 2023 when you will have the opportunity to review your child's progress so far in Year 13, following the recent mock window.

Your attendance is essential as this will be a face to face meeting with your child's Year 13 teachers. Please be aware no booking system will be in place, and a maximum of 5 minutes with each teacher is encouraged to ensure all teachers are seen. If a longer conversation is required, this can be arranged by phone calls after the evening. Teaching staff will be available between 4:30pm – 7pm.

As part of the evening, at 4pm – 4:30pm there will be a "How to support your child through the exam season" session in the dance studio, led by one of our deputy head teachers. This session will be repeated at 6:00pm-6:30pm. Please can you sign up to which session you will be attending by completing this Microsoft Form: <https://forms.office.com/e/YYESLreadu>. You will also receive a parental pack which will include handouts on how to support your child through the exam season and FAQs.

Our Head of Sixth Form Mr Scarth, will be available to answer any questions about the Sixth Form at Dame Elizabeth Cadbury School.

Miss Morris, our School Social Worker and Designated Safeguarding Lead will also be available on the evening. She will be sharing information on the local community resources, Early Help available to families and some handouts and advice on exam stress.

Miss Shahmiri, our Deputy Headteacher and Careers lead, will also be available on the evening if you wish to talk to her about the careers provision for your child. There are no appointments needed, please feel free to approach Mr Scarth, Miss Morris or Miss Shahmiri for advice.

We look forward to seeing you on Thursday 14<sup>th</sup> December 2023.

Yours sincerely,

Mr R Prime  
Headteacher



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