



**PRENDERGAST - HILLY FIELDS COLLEGE**  
**Hilly Fields**  
**Adelaide Avenue**  
**London SE4 1LE**  
**020 8690 3710**

December 2011

Dear Parent(s)/Guardian(s)

I should like to invite you to a meeting of Year 7 parents on Thursday, 12 January 2012 from 5.00pm to 7.00pm, when your daughter's Form Tutor and subject teachers will be available to discuss her progress.

In order to reduce queues and waiting time we have divided the evening into two parts. If your surname starts with the letters M - Z please attend between 5.00 and 6.00pm. If your surname starts with the letter A - L please attend between 6.00 and 7.00pm. Please note that the evening closes at 7.00pm. If you are not able to attend at the suggested time please note that on the reply slip.

You will understand that, owing to pressure of numbers, no conversation should last more than five minutes. If you need a longer time to discuss your daughter's progress, a further appointment can be made on an individual basis.

We do hope that you will be able to come, it is very important for you to hear about her progress in all subjects. Could you please let me know on the slip below if we may expect you?

The meeting will take place in the The Main Hall at the top site.

Yours sincerely,

Ms J White  
 Assistant Headteacher & Head of KS3

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**REPLY SLIP** **PRENDERGAST – HILLY FIELDS COLLEGE**  
 (To be returned no later than Thursday, 5 January 2012)

Student's Name..... Form.....

\*I/We \*accept/are unable to accept the invitation for Thursday, 12 January 2012.  
 (\* Please delete as applicable)

I/We will attend between 5pm - 6pm----- Surname M – Z

6pm - 7pm ----- Surname A - L

Signed.....Parent / Guardian