

**The Malling School**  
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# the Malling school

**Specialists in Science and Sport**

**Principal:** Carl Roberts BSc, MA, NPQH

**Email:** principal@themallingschool.kent.sch.uk

30<sup>th</sup> January 2012  
 CR/jc

Dear Parents/Carers

We will be holding a drop in session for Years 10 and 11 from 4:00pm to 6:00pm on Thursday 9<sup>th</sup> February in the school hall. This will give you the opportunity to see up to four of your son/daughter's teachers which should give enough time to discuss their progress in detail with key staff.

Please complete and return the reply slip below as soon as possible listing the staff you would like to see and an approximate time that you would like to come so that staff have an idea of how many parents to expect. Please look at your son/daughter's timetable in his or her planner if you wish to know which teachers they have (initials are fine if your son/daughter cannot remember the teacher's name). If you would like to see their Tutor or Vice Principal then please comment on the slip so that we can arrange this. There are no formal appointment times so you are welcome to come to school at any time between 4:00pm and 6:00pm.

Please note the sessions are not just if your son/daughter is having problems – teachers are here to talk about all aspects of your son/daughter's education.

Yours sincerely

**Mr C Roberts**  
**Principal**

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**To: Form Tutor Drop in session on Thursday 9<sup>th</sup> February**

Student's name \_\_\_\_\_ Form \_\_\_\_\_

I will be attending the drop in session and wish to see the member/s of staff listed below:

- |          |          |
|----------|----------|
| 1) ..... | 3) ..... |
| 2) ..... | 4) ..... |

An approximate time convenient to attend is \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Carer

**Executive Principal:** Ian K. Hobson MA NPQH  
**Email:** ian.hobson@mhffederation.co.uk

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