



8th November 2017

Dear parents,

**L6 Parents' Evening Tuesday 14th November
Cambridge Technical Diploma in Business (CTB)**

As mentioned in my letter in September, we would like to invite you to meet your son/daughter's CTB teachers on Tuesday 14th November for a brief discussion on their progress over the first weeks of the course. This evening will also give you the opportunity to find out more about the course and how you can support your son/daughter to ensure that they do as well as they can. It also represents a good opportunity to discuss students' plans for what they intend to do after they complete the CTB course.

The meeting will take place in Mr Blackband's office in the Sixth Form Centre from 3:45pm onwards and the intention is that you will have one appointment lasting for five minutes with all three CTB teachers. We ask that your son/daughter arranges a convenient appointment time with Mr Mercer or Mr Vivian if they have not already done this.

This will be the only formal consultation evening for L6 CTB students, and we would therefore ask that you make a particular effort to attend, along with your son/daughter. It is deliberately placed at this time in the year (and at a different time from the parents' evening for A level students) so that any issues arising can be addressed early in the course.

We do hope you will be able to attend the evening but if this is not possible then please contact Mr Vivian by e-mail (vivian.michael@ashcombe.surrey.sch.uk).

We look forward to meeting you.

Yours sincerely,

Mr. M. R. Vivian
CTB Course Teacher



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