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22nd September 2014,

***TO: Parents/Guardians of Year 7 Students***

Dear Parents/Guardians,

**Year 7 Students and Parents’ Conference Evening Monday 6th October 2014**

You are invited, along with your son/daughter to the Year 7 Parents’ Conference Evening which will be held on Monday, 6th October from 4:00 pm to 7:00 pm in the Conference Centre.

One of our aims here at Patana is to encourage students to be independent, confident learners and therefore I encourage you to ensure that your son/daughter is present at these conferences so as to be involved in the feedback and target setting discussions. Conferences are considered to be an invaluable point of contact between home and school and we greatly value your attendance.

Conferences are arranged in five-minute slots; please help us to ensure the smooth running of this evening by adhering to these timings. Please fill in the online appointments sheet at (<http://www.patana.ac.th/Gateway/Forms/PCM/>) indicating which members of staff you would like to meet with as soon as possible, preferably by Sunday 28th September. If it is handed in after this time it may be difficult to schedule the appointments you request. Confirmation of appointments will be sent home via the students on Friday, 3rd October.

If you have any difficulty using this system please email the names of the teachers that you would like to see directly to Khun Bee (beap@patana.ac.th).

We look forward to seeing you on Monday, 6th October.

Yours sincerely,

Helen Thew

Assistant Principal Student Welfare