

_____, _____, 200__

Dear Parents,

As Headmaster of the Secondary School , I am writing at the beginning of the Academic year 200__/200__ to thank you for the trust you have placed in us and to invite you to an Informative Meeting which will be held in _____ on _____ at _____ hours.

We look forward to your presence at this meeting in which we will inform you of the general running of the School, timetables ,the different Subject-teachers, the characteristics of the classes,the methodology used in this School, dates when Reports are given out and other information of interest to you.

Yours faithfully

Signed: THE HEADMASTER

(NOTE: this form should be filled in and given to the Class Tutor)

Mr/Mrs _____ mother/father of the pupil
 _____ in Class _____ was
 notified of the Parents' meeting .

Signed: _____ Passport/NIE

No. _____