



**International School Hilversum
'Alberdingk Thijm'**

International Baccalaureate Diploma Programme
International Baccalaureate Middle Years Programme
Bilingual VWO
International Baccalaureate Primary Years Programme

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January 2012

TO THE PARENTS/GUARDIANS OF THE STUDENTS OF IS6, IS7, IS8, IS9 and IS10

Dear Parents/Guardians,

The second parent/teacher meeting of this school year will be held on Thursday 16th February in the Aula. All subject teachers (barring illnesses) will be present to discuss with you your child's progress and/or attitude in his/her subject.

Please contact your child's form teacher for a separate appointment on another day, if you wish to discuss matters of general or non-academic interest. This evening is intended as a parent/teacher evening. Please do not make appointments with teachers or staff your child does not have in class.

For the sake of smooth organisation we ask you to limit the number of teachers you wish to see to 3 or, if absolutely necessary, 4. For the same reason the time for each interview will be limited to 10 minutes. This evening is intended for parents/guardians only.

We kindly ask you to fill out the slip below, indicating the teachers you wish to see on the 16th February. This slip may be returned in one of two ways:

1. Please ask your child to hand it in to the student services manager, Mrs. Thornton, on or before Wednesday 8th February 15.00 pm.
2. Alternatively, you may download this reply slip from our website: www.ishilversum.nl. You will find the appropriate link on the homepage. Please save it as a Word document, complete the slip and e-mail it to the Student Services Manager before Wednesday 8th February 15.00 pm at: studentservices@atscholen.nl.

It is essential that you observe this deadline. No appointments can be added to the computerised system after the deadline. Please note that the administration personnel are not involved in this process and cannot make additions or alterations. On Monday 13th February you will receive an invitation via your child, bearing the exact times at which you are expected by the teachers you wish to see.

Yours faithfully,

Mrs. Jetty van Driel
Principal, International School Hilversum

THURSDAY 16th February 2012

The Parents/Guardians of:(Name of Student)

Grade:

wish to discuss the progress and attitude of their child on **THURSDAY 16th February**, with the following teachers:

1) Name Teacher: 2) Name Teacher:

3) Name Teacher: 4) Name Teacher:

Will also see teachers for brother/sister from grade:

Signature: