



**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 IT7, IT8, IT9, IT10, IT11, IT12, IS11 and IS12**

Dear Parents/Guardians,

The second parent/teacher meeting of this school year will be held on Wednesday 15<sup>th</sup> 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 or DP supervisor 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 members your child does not have in class.**

For the sake of smooth organisation we ask you to limit the number of teachers you want 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 15<sup>th</sup> 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 8<sup>th</sup> February 15.00 pm.
2. Alternatively, you may download this reply slip from our website: [www.ishilversum.nl](http://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 8<sup>th</sup> February 15.00 pm at: [studentservices@atscholen.nl](mailto: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 13<sup>th</sup> 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

**WEDNESDAY 15<sup>th</sup> February 2012**

The Parents/Guardians of: .....(Name of Student)

Class: .....

wish to discuss the progress and attitude of their child on **WEDNESDAY 15<sup>th</sup> 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 class: .....

Signature: .....