

6th November 2017

Dear Parent/Carer

Tutor Evening for Year 10, Thursday 23rd November 2017: 3.45 – 6.00 pm

Year Ten Tutors' Evening takes place on Thursday 23rd November between 3.45 and 6pm. This will give you an opportunity to look at your child's work, some of which has to remain in school because it forms part of final examination grades. You will then be able to have a five minute appointment with your child's tutor to discuss the progress over the first term of Key Stage 4. You will also have the opportunity to discuss any concerns you may have at this stage of the course.

Tutors will be organising their own tutor group's appointments and will give students their allocated time by Friday 17th November. Please complete the slip below to confirm whether you will be attending this evening and also to provide tutors with an indication of the time slot you would prefer. All appointments will be confirmed via the student planner.

Please arrive at the tutor room ten minutes before the interview; there is no need to wait outside the room as you will be able to look at your child's work in the room, prior to speaking to the tutor. This is an evening for parents and students and it is expected that your child will accompany you. He/she does not need to be in uniform, but should dress smartly. Your son or daughter will show you the way to the tutor room and be with you during your discussion with the tutor.

Year Team Leaders, the Key Stage Leader and members of the Leadership Team will be available on the evening if you feel you need to speak to someone other than the tutor. If you would like to speak to a particular subject teacher, then please inform the tutor who will arrange for an appointment to be made at a time and date convenient to you.

If you have any questions regarding Tutors' Evening, please do get in touch.

Yours faithfully,

Mrs F. Roome
Key Stage 4 Leader



Ballakermeen High School

Year 10 Tutor Evening: Thursday 23rd November 2017

I am the parent of (name)(tutor group)

I will/will not* be attending the Year Ten Tutor Evening on Thursday 23rd November 2017 (*delete as appropriate)

If possible, I would like an appointment in the following time slot (please tick)

3.45pm – 4.20pm		5.20pm -5.40pm	
4.20pm – 4.40pm		5.40pm – 6.00pm	
4.40pm – 5.00pm			
5.00pm – 5.20pm			

Signed Date

Please return completed slip to tutor by Friday 10th November.