

4<sup>th</sup> December 2017

Dear Parent/Carer

**Tutor Evening for Year Seven, Wednesday 17<sup>th</sup> January 2018, 4.00 pm – 7.20 pm**

During the spring term we invite all parents of Year Seven students to come to school for a five minute meeting with their child’s tutor, to view exercise books and look at the type of work which students are doing.

The tutor will discuss your child’s attitude to learning and progress in general, and note any concerns you may have.

Please arrive at the tutor room ten minutes before the interview; there is no need to wait outside the room. You will be able to look at your child’s work, before speaking to the tutor. This is an evening for parents and students and it is expected that your son or daughter will accompany you, and show you the way to the tutor room. School uniform is not required, but students should be smartly dressed.

Year Team Leaders, 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.

Tutors will be organising their own tutor group’s appointments during the first week back after the Christmas break. Please complete the slip below to confirm whether you will be attending this evening, also to provide tutors with an indication of the time slot you would prefer. All appointments will be confirmed via the student planner.

There will be a one-way system in operation: please enter by the Sports Hall at the end of Westminster Drive, and exit through the Jubilee Gate onto Westbourne Drive.

Yours faithfully

Miss J. Hicks  
Key Stage 3 Leader

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**Year 7 Tutor Evening – Wednesday 17<sup>th</sup> January 2018**

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

I will / will not be attending the Year Seven Tutor Evening on Wednesday 17<sup>th</sup> January 2018.

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

|                 |  |                 |  |
|-----------------|--|-----------------|--|
| 4.00pm – 4.20pm |  | 5.40pm – 6.00pm |  |
| 4.20pm – 4.40pm |  | 6.00pm – 6.20pm |  |
| 4.40pm – 5.00pm |  | 6.20pm – 7.00pm |  |
| 5.00pm – 5.20pm |  | 7.00pm – 7.20pm |  |
| 5.20pm – 5.40pm |  |                 |  |

Signed..... Date.....

**PLEASE RETURN TO THE TUTOR NO LATER THAN MONDAY 18<sup>TH</sup> DECEMBER 2017.**