

12<sup>th</sup> June 2018

Dear Parent/ Carer

**Year 7 Academic Tutoring Day – Wednesday 11<sup>th</sup> July 2018 - Sixth Form Centre**

We have an academic tutoring system where students and their parents attend a review day appointment with the form tutor. This allows a 15 minute interview at an agreed time, where progress and any concerns can be discussed, and targets set. We think that this is an important occasion that consolidates the on- going dialogue between home and school to support your child’s learning.

Your child will be on ‘study leave’ for the day: this enables us to staff the meetings throughout the working day, as well as before and after normal school hours. **Students are expected to come to the review meetings with you, wearing full school uniform.**

To help the tutor make your appointment, please indicate two different times that you could attend by ticking in the grid below. The tutor will make an appointment which you will be asked to confirm in your son/daughter’s planner. A reminder of the day, date and time will be written into planners shortly before the Academic Review Day. Please be aware of parking difficulties at the end of the school day, when the buses are on site.

<b>Time</b>	<b>Please tick two boxes</b>
8:00 am – 8:50 am	
8:50 am – 11:00 am	
11:00 am – 1:00 pm	
1:00 pm – 2:00 pm	
2:00 pm – 3:30 pm	
3:30 pm – 5:00 pm	
5:00 pm – 6:45 pm	

<b>Student Name:</b>	<b>Tutor Group:</b>	<b>Parent/Carer’s Signature:</b>

There is no need for you to wait for the review day if you have a concern relating to a specific subject. In this case, please contact school immediately so that you can talk with the subject teacher and, if necessary, meet. Your first point of contact should be the form tutor, or the Head of Year, Mr Hardie. Subject teachers are not available on the review day, because we do not believe you should have to wait for a special day to discuss a problem.

Please ask your son/daughter to return your preferences to the tutor by **Friday 22<sup>nd</sup> June.**

Yours sincerely

Miss J Hicks  
Key Stage 3 Leader

Mr C Hardie  
Head of Year 7