

12th November 2018

Dear Parent/Carer

Year 11 Academic Tutor Review Day – Wednesday 5th December 2018

Wednesday 5th December is the Academic Tutor Review Day for students in Year 11. You are invited to attend a 15 minute review meeting with your son/daughter and their Form Tutor in the Sixth Form Centre.

Parental support and encouragement is vital to the academic progress of your son/daughter. The review meeting will provide you with a valuable opportunity to discuss all aspects of his/her performance and future options. The timing of this day for Year 11 students has been deliberately set to provide an opportunity to discuss issues relating to forthcoming external examinations and assessments. Representatives from the Careers Service, University College Isle of Man and Educational Welfare will also be available between the times of 8am to 11am and 4pm to 6pm.

In order to assist the tutor in making the appointment, could you please indicate in the grid below **two** different sets of times when you would be able to come into school with your son/daughter. Most Year 11 students will be on study leave on the day, only attending school for the fifteen minute interview with yourselves and the form tutor. Some students however will be required to attend school to catch up on work. You will receive a separate letter if your son/daughter is required to attend school on the day.

The Form Tutor will make an appointment which you will be asked to confirm in your son/daughter's study planner.

Student's name:	Time	Please tick 2 boxes
	8.00am - 8.50am	
Tutor Group:	8.50am - 11.00am	
	11.00am - 1.00pm	
Parent/Carer's Signature:	1.00pm - 2.00pm	
	2.00pm - 3.30pm	
	3.30pm - 5.00pm	
	5.00pm - 6.45pm	

Please ask you son/daughter to return your preferences to their Form Tutor by **Thursday 15th November**.

Yours sincerely

Miss M Lines
Deputy Headteacher

Mrs F Roome
Key Stage 4 Leader