

Ballakermeen High School

Chair of Governors: Mrs Louise Strickett



Head Teacher
Mrs P. A. Burnett MA (Ed.) NPQH

St. Catherine's Drive
Douglas
Isle of Man
IMI 4BE

Telephone: 01624 648700
email: bhsenquiries@sch.im
Website: www.ballakermeen.com

Dear Parent/ Carer

17th June 2019

Year 7 Academic Tutoring Day – Wednesday 3rd July 2019 - 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. No appointments will be scheduled between 3.20pm and 3.40pm, as the school buses will be on site and access by car is limited at this time.

Time	Please tick two boxes
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	

Student Name:	Tutor Group:	Parent/Carer's Signature:

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, Miss Fox. 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 21st June**.

Yours sincerely

Miss J Hicks
Key Stage 3 Leader

Miss L Fox
Head of Year 7