

Ballakermeen High School

Chair of Governors: Mrs Louise Strickett



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

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Dear Parent/ Carer

17th June 2019

Year 8 Academic Tutoring Day – Tuesday 2nd July 2019, Sixth Form Centre

You are invited to accompany your son or daughter to attend a 15 minute Academic Review meeting with his/her tutor. During this Review meeting, academic progress will be discussed and targets set for improvement. We hope this will promote dialogue about academic progress between students, parents and tutors. Students are given a day's study leave on the Review Day to make it possible for us to staff the meetings during the working day, as well as before and after school hours. **Students are expected to wear full school uniform.**

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.

The Form 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
8:00am – 8:50am	
8:50am – 11:00am	
11:00am – 1:00pm	
1:00pm – 2:00pm	
2:00pm – 3:30pm	
3:30pm – 5:00pm	
5:00pm – 6:45pm	

Student's name:	Tutor Group:	Parent/Carer's Signature:
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Please ask your son/daughter to return your preferences to the Form tutor by **Friday 21st June.**

Yours sincerely

Miss J Hicks
Key Stage 3 Leader

Mrs L. Babb
Head of Year 8