

6<sup>th</sup> September 2019

Dear Parent/Carer

**Tutors' Evening - Wednesday 18<sup>th</sup> September 2019**

Year 11 Tutors' Evening takes place on Wednesday 18th September between 4pm and 6pm. Appointments last for five minutes and give you the opportunity to come in to school discuss recent examination results and current progress. You will also have the opportunity to discuss any concerns you may have at this stage of the course.

Tutors will be organising their own tutor group's appointments and will give students their allocated time by Friday 13<sup>th</sup> September. Please complete the slip below to confirm whether you will be attending this evening and also to provide tutors with an indication of the time slot you would prefer. All appointments will be confirmed via the student planner.

Please arrive at the New Canteen five minutes before the appointment. This is an evening for parents and students and it is expected that your child will accompany you. He/she does not need to be in uniform. Your son or daughter will show you the way to New Canteen and will be with you during your discussion with the tutor.

Representatives from English, Maths, Science and the Examinations Office will be available in the Old Canteen to help with any queries you may have following the summer examination results and the upcoming examinations.

Year Team Leaders, the 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.

If you have any questions regarding Tutors' Evening, please do get in touch.

Please be aware that until the buses leave the school premises just after 3.30 pm, the school grounds can be very busy and you are advised to avoid entering the premises at this time.

Yours faithfully

Mr R. Garrett  
Key Stage 4 Leader

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**Ballakermeen High School - Tutors' Evening - Wednesday 18<sup>th</sup> September 2019**

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

I will/will not be attending the Year 11 Tutor Evening on Wednesday 18<sup>th</sup> September 2019.

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

4.00pm – 4.20pm		5.20pm -5.40pm	
4.20pm – 4.40pm		5.40pm – 6.00pm	
4.40pm – 5.00pm			
5.00pm – 5.20pm			

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

**Please return to the Tutor by Wednesday 11<sup>th</sup> September.**