



28 September 2017

Dear Parents and Carers,

We are pleased to invite you to a tutor evening on **Thursday 5 October** from 4.00pm – 7.00pm.

We will be operating a booking system through tutors where your child will be able to make an appointment on your behalf. Where possible please indicate a 45 minute time slot when you would be able to attend by writing a note in your child's school diary. The tutor will then confirm which slot they will be available to meet you.

Appointments will be 5 minutes long in order to accommodate as many parents and carers as possible. The evening will include information regarding the start to term, a focus for the term ahead and key information from the core subjects. It will also be an opportunity for you to discuss any concerns you may have.

Please remember these will be 5 minute meetings and if you feel that you would like an extended meeting this will have to be booked on another day and can be arranged with the tutor or Year leader.

Tutor teams will be located in the areas below to enable the Year Leader and a Senior member of staff to be available if you would like to see them.

If you are unable to attend on the evening but would like to have contact with your child's form tutor please let them know.

|         |                  |
|---------|------------------|
| Year 13 | 6th Form Block   |
| Year 11 | Humanities Block |
| Year 10 | Humanities Block |
| Year 9  | English Block    |
| Year 8  | English Block    |

We look forward to seeing you on Thursday 5 October.

Yours sincerely

Mr C Barnett  
Deputy Headteacher