



Friday 29 September 2017

Dear Parent/Carer

## YEAR 7 MEET THE TUTOR EVENING – WEDNESDAY 25 OCTOBER 2017

I am writing to invite you to a meeting with your child’s form tutor on Wednesday 25 October.

The evening will be held in the Main Hall between 3.30 and 6pm. Although your child will only have been with us for a short time, we understand that it is important for you to know how they are settling in.

Kindly note that form tutors will not have detailed information about specific subjects and that a formal parents’ evening, at which you can meet all of your child’s teachers, is scheduled for later in the year.

We expect meetings to last around 5 minutes; your child will bring home a letter informing you of your specific meeting time no later than Friday 20 October.

A member of staff from the pastoral team, the Director of Inclusion and the Director of Student Welfare will also be available to speak to on a drop-in basis (no need to make an appointment).

Please complete the online booking request, which you can access at the following webpage:

<https://www.surveymonkey.com/r/Y7TUTORMTG>

Alternatively, complete the reply slip below and return to your child’s tutor. We would appreciate a response even if you are not planning to attend, as this will avoid us contacting you further. We look forward to seeing you on the evening.

Yours faithfully,

**Mr A Baybutt**

Director of Achievement - Saxon House

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Please return this slip to your child’s tutor by Monday 13 October.

Child’s Name: ..... Form: .....

I/We will be attending the Evening

I/We are unable to attend the Evening

I/We can accept appointments between:

3:30pm and 4:15pm

4:15pm and 5:00pm

5:00pm and 6:00pm

Signed: .....

Date: .....



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