

29th September 2011

Dear Parent/Carer

Re: Year 7 Tutors Evening

On Thursday 13th October we are holding our Tutors evening which is your opportunity to meet with one of your child's Form Tutors. You will have the chance to discuss concerns you have related to settling in to a new school and also to hear an overview of teacher's views.

The Tutors will be available from 5.00pm until 7.30pm. In order that you are not kept waiting for too long please indicate on the slip below which time slot you would prefer. We cannot give precise appointments but we will endeavour to see you during your chosen time period.

Confirmation of the time slot you have been allocated will be given to the students to bring home.

Please complete and return the slip below as soon as possible so that we can process your requests.

We look forward to seeing you.

Yours sincerely,

H Smith (Ms)
Year 7 Learning Manager

Please return completed slips to your Form Tutor as soon as possible

I(name) am the person with parental responsibility

I will/will not be attending the Tutors Evening on 13th October 2011.

I would like to meet with a Tutor at the following time.

Please indicate three choices.

5.00 – 5.30

5.30 – 6.00

6.00 – 6.30

6.30 – 7.00

7.00 – 7.30

Signed.....Parent/Carer Date.....

Student..... Form.....