

AMY / DMS

6<sup>th</sup> October 2011

Dear Parent / Carer,

**Re: Year 12 Tutors Evening**

On Thursday 13<sup>th</sup> October 2011 we are holding our Tutors Evening which is your opportunity to meet with your son / daughter's Form Tutor. You will have the chance to discuss concerns in relation to settling in to the Sixth Form and also to hear an overview of their Subject Teacher's views.

The Form Tutor will be available from 5pm until 7.30pm. In order that you are not kept waiting for too long please indicate on the reply slip below which time slot you would prefer. We cannot give precise time 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 request.

We looked forward to seeing you.

Yours faithfully,

**Mr A. McCarney**  
**Head of Sixth Form**

.....  
**Please return the completed reply slip to your Form Tutor as soon as possible.**

I am the person with parental responsibility (Name).....  
**I will / I will not** be attending the Tutors Evening on Thursday 13<sup>th</sup> October 2011.

I would like to meet with a Form Tutor at the following time:  
**Please indicate three choices in preferential order 1 / 2 / 3.**

- |               |                          |               |                          |
|---------------|--------------------------|---------------|--------------------------|
| 5pm to 5.30pm | <input type="checkbox"/> | 5.30pm to 6pm | <input type="checkbox"/> |
| 6pm to 6.30pm | <input type="checkbox"/> | 6.30pm to 7pm | <input type="checkbox"/> |
| 7pm to 7.30pm | <input type="checkbox"/> |               |                          |

Parent / Carer Signature..... Date.....

Student Name..... Form.....