



Heathcote School & Science College

Normanton Park, Chingford, London E4 6ES. Tel: 020 8498 5110 Fax: 020 8529 3935

E-Mail: heathcote.school@heathcote.waltham.sch.uk Web: www.heathcoteschool.com

Headteacher: Emma Hillman NPQH, MSc, MA



LTA/hbr/lgs

19 October 2018



Dear Parent / Carer,

gardiner.theobald

Re: Year 12 Tutors Evening



On Thursday 8th November 2018, from 5pm until 7.00pm we are holding our Tutor Evening. The evening will begin with a presentation from Ms Tobia and Ms Lewis as an introduction to the Sixth Form and key things coming up in the year ahead. Presentations will be held at 5pm and 6pm.



Following this presentation, will be your opportunity to meet for 5 minutes with your son/daughter's Form Tutor. You will have a chance to discuss concerns in relation to settling into the Sixth Form and their academic progress.



Your son/daughter will be provided with a copy of the below slip. In order that you are not kept waiting for too long, please indicate on the reply slip which time slot you would prefer and return the completed slip to sixth form reception so that we can process your request. We will endeavour to see you during your chosen time period.

We look forward to seeing you.



Yours faithfully,

**Ms L. Tobia
Director of Sixth Form**



.....
Please return the completed reply slip to reception as soon as possible.

I am the person with parental responsibility (Name).....

I will / I will not be attending the Tutors Evening on Thursday 8th November 2018

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"/>



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

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

