

1<sup>st</sup> October 2018

**Re.: Year 7 Parent and Tutor Evening - Thursday 11<sup>th</sup> October 4.00 – 7.00pm**

Dear Parent/Guardian,

I am writing to inform you that there will be a Year 7 Parent and Tutor Evening on **Thursday 11<sup>th</sup> October from 4.00 – 7.00pm**. The purpose of the evening is to discuss how your child has settled into secondary school. You will meet with your child’s tutor or co-tutor for a 5 minute appointment.

Please kindly indicate on the reply slip below your preferred time slots for the tutor meeting (1<sup>st</sup> and 2<sup>nd</sup> preferences). We will endeavour to allocate you with your first choice, however this is dependent upon the demand. If you do not indicate a preference, then you will be allocated an available time. Please return the reply slip below to your child’s Tutor by Friday 5<sup>th</sup> October at the latest.

I look forward to meeting you at the Parent and Tutor Evening. If you have any queries, please do not hesitate to contact me at the school.

Thank you for your continued support of the school and your child’s education.

Yours sincerely,



Mr J Oxford  
Head of Year 7

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**Reply Slip: Please return to your Form Tutor**

To: Form Tutor \_\_\_\_\_ Pupil name \_\_\_\_\_

I will/will not be attending the Year 7 Parent & Tutor Evening on Thursday 11<sup>th</sup> October (delete as appropriate)

Please indicate your preferred time slot for the tutor meeting:

- |  |  |
|--|--|
| <input type="checkbox"/> 4.00 – 4.30pm | <input type="checkbox"/> 5.30 – 6.00pm |
| <input type="checkbox"/> 4.30 – 5.00pm | <input type="checkbox"/> 6.00 – 6.30pm |
| <input type="checkbox"/> 5.00 – 5.30pm | <input type="checkbox"/> 6.30 – 7.00pm |

Signed.....