

16 September 2022

Dear Parents and Carers

I am writing to inform you that we will be inviting parents and carers in to meet with your child's Form Tutor on Thursday 20 October 2022. This will be a face-to-face appointment in school between 8:30am and 4:00pm.

The purpose of this appointment is for you to meet with the Form Tutor reflect on the first half term and plan for the academic year ahead.

We feel that this will be an invaluable opportunity for both student, parents and the school strengthening our relationship in supporting your child to ensure they strive towards their 'potential into reality'. During your visit to school there will be an opportunity to engage with safeguarding and academic workshops (i.e., English and Maths) to support your child's progression and growth into becoming young adults.

We will be using School Cloud to schedule appointments. Appointment booking will open at 4:30pm on Friday 23 September.

It is important that on the day of your appointment you arrive in school in plenty of time for your appointment, all meetings are scheduled to allow the opportunity for every child to have a time slot.

At the meeting we will also be sharing the assessment week timetables for December 2022.  
w/c Monday 5 December – Years 10 and 11  
w/c Monday 12 December – Years 7, 8, 9 and Sixth Form

During assessment week students will follow a focused exam timetable for all of their subjects and will need to ensure that they have studied and prepared for these assessments in advance.  
We look forward to welcoming you into school.

Yours faithfully

**Mrs L Norton**  
**Assistant Headteacher Operations**

**Please note:** This will be a day where learning for students will be remote.