



16 January 2020

Dear Parent(s)/Carer(s)

I am writing to advise our Tutor-Parent Review Day is on Wednesday 12 February 2020.

Please could you complete and return the attached slip indicating your time preference as soon as possible to facilitate planning; your child's tutor will then confirm your appointment time. We ask that you respect the allotted time as your child's tutor will have a very busy timetable of parents to see and if you do require extra time for discussion this can be arranged separately by contacting the main school office to organise an appointment.

This will not be a normal school day and lessons are suspended, your child will only need to attend school for the short meeting between you and their tutor and does not have to wear their school uniform, however they will need to bring their student planner.

Thank you for your support and I look forward to seeing you on Review Day.

Yours faithfully

Mrs J Brown
Head of School

PARENT – STUDENT – TUTOR REVIEW DAY

Wednesday 12 February 2020

Tutor name:

Tutor Group:

Student Name.....

Please rank your 2 preferred times (1=1st choice, 2=2nd choice)

7.30-8.00am	<input type="checkbox"/>	8.00-9.00am	<input type="checkbox"/>	9.00-10.00am	<input type="checkbox"/>
10.00-11.00am	<input type="checkbox"/>	11.00am-12pm	<input type="checkbox"/>	12.00-13.00	<input type="checkbox"/>
13.00-14.00	<input type="checkbox"/>	14.00-15.00	<input type="checkbox"/>	5.00-16.00	<input type="checkbox"/>
16.00-17.00	<input type="checkbox"/>	17.00-18.00	<input type="checkbox"/>	8.00-18.30	<input type="checkbox"/>

PLEASE NOTE THAT NORMAL LESSONS WILL BE SUSPENDED FOR THE DAY. YOUR CHILD WILL ONLY BE REQUIRED TO ATTEND THE REVIEW MEETING AT THE ALLOTTED TIME.