

RJG

26th January 2017

Dear Parents or Carers

I am writing to invite you to meet with your child's form tutor during the school day on Wednesday 1st February. Pupils will be in school as normal and will accompany you to the meeting when you arrive in school.

You will be able to go through the most recent Pupil Progress check that took place last week and see where your child currently is in their Year Eleven studies with an opportunity to discuss any concerns you may have.

With this year's second set of mock examinations starting on Monday 13th February and continuing after half term on Monday 27th February, it is vital that pupils are in the right mind set and are clear of where they are currently and what they now need to do in order to perform in the upcoming mocks and final exams starting the following term.

I ask that you tick one of the boxes below to show the most suitable time when you can attend so that a specific time can then be allocated by your child's tutor. Please complete and return this form to the form tutor by Monday 30th January.

Pupil name _____ Tutor group _____

I would like an appointment during the following time period;

8.45- 10.00	<input type="checkbox"/>	10.20 -11.35	<input type="checkbox"/>
11.55 – 13.15	<input type="checkbox"/>	14.00 – 15.00	<input type="checkbox"/>

I am unable to attend a meeting on this day.

Yours faithfully

Mr R J Gibbs
Year Eleven Achievement Co-ordinator