

2<sup>nd</sup> October 2017

Dear parents/carers

*Replies by  
Friday 6<sup>th</sup> October please*

**Meet the Tutor evening**  
**5.00pm – 7.00pm Thursday 12th October 2017**

We would like to invite you into school for a brief meeting with your child’s form tutor or Head of Key Stage to update you on how well they have settled into school so far this year, flag up any potential concerns and give you the opportunity to meet staff and discuss any issues you would like to raise. As this evening involves the whole school staff, there will *not* be an opportunity to meet with subject teachers as most are themselves form tutors. Members of staff have been asked to pass on any relevant comments to form tutors, who will discuss them with you. Meetings with subject staff can be arranged in the normal way, either by individual appointment or through the next Parents’ Surgery on Tuesday 21<sup>st</sup> November.

We will endeavour to arrange your appointment as conveniently as possible, especially if you have more than one tutor to see. Please complete the slip below and return it to school by **Friday 6<sup>th</sup> October at the latest** so that we can collate all the responses and return an appointment time to you.

The PTA will be serving refreshments during the evening. We hope it will be a relaxed and informal evening offering an opportunity to work together to help your child succeed.

I look forward to meeting you.

Yours sincerely

*S L Gaston.*

Sue Gaston  
Head Teacher

Name of each child for whom an appointment is requested	Tutor group	Time (school office to complete and return)

**I would prefer an appointment in the following time slot (please tick as many boxes as possible):**

5 - 5.30pm  5.30 – 6pm  6 – 6.30pm  6.30 - 7pm  No preference  Not attending

Signed \_\_\_\_\_ parent/carer Date \_\_\_\_\_