



The Crossley Heath School

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14 November 2017

Dear Parent / Guardian,

Year 7 'Meet the Tutor' Day Tuesday 28th November 2017

As you will be aware from the school calendar, the Year 7 'Meet the Tutor' Day will take place on Tuesday 28th November. The 'Meet the Tutor' Day will provide an opportunity for you and your child to meet with his/her form tutor to discuss how your child has settled into year 7. The meeting will also allow parents to highlight and discuss any other issues that may be relevant to your child's progress at school.

The appointment system will operate similarly to a subject parents evening. Students will return their reply slips to the form tutor indicating whether you would prefer a morning or afternoon appointment. Your child will then receive an appointment time from the tutor which he/she will write in the planner.

The 'Meet the Tutor' Day is a normal school day, therefore ten minutes before the appointment your child should show his/her planner to the teacher in order to leave the lesson and meet you in the hall ready for the appointment. After the appointment students should return to the lesson. Please note that the meeting is with your child's form tutor and subject staff will not be available for discussion on that day. Tutors will be present in the main hall during the day so could you please enter the school building at the main reception.

In order to accommodate all parents on the day, please note all discussions will be ten minutes maximum. As I am sure you will understand you will need to be punctual for your appointment time. If you know on the day that you are going to be delayed or unable to attend please telephone the school to let us know. I hope you will make every effort to attend and trust that you will appreciate that we are unable to offer an alternative time or date should you be unavailable on the 'Meet the Tutor' day. Thank you in anticipation of your support.

Yours faithfully,

Mrs E Griggs
Year 7 Achievement leader

Year 7 'Meet the Tutor' Day ~ Tuesday 28th November 2017

Please return to your child's form tutor.

Student name Form:

I/We will/will not be able to attend the tutor review meeting.

My preferred appointment session is: *Morning* *Afternoon* *Either - no preference*
(Please circle as appropriate)

Signature Parent / Guardian

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