

PARENTS MEETING WITH PERSONAL TUTORS

**Wednesday 5 and Thursday 6 September 2018
3.45pm - 7.00pm**

Arrangements need to be made for all parents to book an appointment with their child's Personal Tutor on Wednesday 5 or Thursday 6 September 2018 between 3.45pm and 7.00pm. Last appointment will be 6.45pm

The purpose of the meeting is two fold:

Firstly, for the parents of existing students at the Academy to meet with Personal Tutors to discuss the End of Year Report which was issued at the end of July and any summer examination results.

Secondly, for parents of students starting at the Academy to meet the Personal Tutor who will be the key person for dealing with all matters relating to their child's progress and welfare.

May I stress that you **must** bring your son/daughter, **in usual Academy dress**, with you to allow them to participate in the discussions about their progress.

The Academy has an excellent record of parents working closely with Personal Tutors in the interests of the students. This is a very important meeting and it is essential that every parent meets the Personal Tutor. Prior to Wednesday 5 September, Personal Tutors will agree through the student a convenient time for parents and students to meet during that week.

Students who have appointments before 4.30pm should wait in the Academy restaurant to be collected by their parents. For appointments after this time, students should go home before returning with their parents in full uniform/academy dress.

Please advise your child of a suitable time so a mutually convenient appointment can be arranged and return the attached pro-forma to your child's Personal Tutor on the first day of term, Tuesday 4 September.

**PARENTS MEETING WITH
PERSONAL TUTORS**

**Wednesday 5 and Thursday 6 September 2018
3.45pm - 7.00pm**

Appointments can be made between 3.45pm and 7.00pm at 15 minute intervals. Last appointment is 6.45pm. All appointments will be allocated at the discretion of the Personal Tutor who will endeavour to see as many parents as possible at a mutually convenient time.

Please can you indicate below your preferred day and time in order of preference and return to your child's Personal Tutor on the first day of term, Tuesday 5 September.

Name of Student: _____

1st Preference: Date: _____ **Time:** _____

2nd Preference: Date: _____ **Time:** _____

3rd Preference: Date: _____ **Time:** _____

Signed: _____ **Date:** _____

To be returned to the Parent / Carer by the PT:

I confirm that a meeting has been arranged for Wednesday 5 / Thursday 6 (please circle) September 2018 at _____.

Parking will be available on the Academy Site and the meeting will take place in your child's tutor group location.

If you are meeting your child at the Academy, please make your way to reception where you will be directed to the Academy restaurant to meet your child.

I look forward to meeting you.

_____ Personal Tutor