

Ref: SCN/TW

8<sup>th</sup> July 2016

Dear Parents/Carers,

### **Parent Consultation Day**

I would like to invite Parents and Carers of students in **Years 7, 8 and 9** to a Consultation day on **Wednesday 27<sup>th</sup> July 2016 from 9.00am – 4.00pm.**

This is a valuable opportunity for you to meet with your child's Personal Tutor. We expect these meetings to be attended by a Parent or Carer so that the progress outlined is supported by both the Academy and home. If a Parent or Carer is unable to attend the meeting the expectation is that the student will attend to meet with their Personal Tutor.

The main aims of this meeting will be to:

- discuss data from Interim Report 4 and progress to date.
- identify areas for further development or 'next steps'.
- reflect on the student 'Pledge'.
- discuss the students chosen presentation topic.
- check the accuracy of student personal data.

Students will need to arrange appointment times with their Personal Tutor to suit you. Times available will be between:

- **Session One**                    **9.00am - 11.00am**
- **Session Two**                    **11.15am - 1.15pm**
- **Session Three**                    **1.45pm - 4.00pm**

Appointments of 20 minutes can be made and these will take place in tutor rooms. However, if you require longer to discuss your son or daughter's progress, we ask that you either email the member of staff concerned or agree another time to meet or speak on the phone. **Staff will not be able to meet with parents/carers without appointments.**

In order for the day to run smoothly, we would ask all Parents/Carers and students to attend on time please. Students must wear their **full Academy business dress**. When attending your meeting please use the main entrance and sign in and out of the building.

Students will spend the remainder of the day studying at home (tasks will be provided before the event).

**The North car park will be open to assist with parking. Parking is also available on the road, however, please be aware restrictions apply within this area.**

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CHIEF EXECUTIVE (PRINCIPAL) Dr Caroline J S Badyal, EdD, MA BE.d, DipEd, NPQH Q3 - QUAERERE | 'SEEK THAT WHICH IS GOOD, THAT WHICH IS RIGHT, THAT WHICH IS TRUE'



Tea and coffee will be on sale in the Quisine area.

Please complete the attached appointment form, indicating your preferred time slot. Be aware that a prompt return is more likely to guarantee the time slot you indicate as a preference and will greatly assist in our planning for the day. We rely on students to make appointments with their Personal Tutors as quickly as possible.

I look forward to seeing you during the consultation day.

Yours sincerely,



**Caroline Badyal**  
**Chief Executive/Principal**





**Parent Consultation Day  
Wednesday 27<sup>th</sup> July 2016**

**Student Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

Meetings will take place between 9.00am and 4.00pm. Please indicate when you would like to attend. If possible please provide a first and second choice.

	1*	2*
9.00am - 11.00am	<input type="checkbox"/>	<input type="checkbox"/>
11.15am - 1.15pm	<input type="checkbox"/>	<input type="checkbox"/>
1.45pm - 4.00pm	<input type="checkbox"/>	<input type="checkbox"/>

**\*please tick a 1<sup>st</sup> & 2<sup>nd</sup> time slot**

Please give this form to your child so that they can book an appointment with their personal tutor.

Appointment Time	Name of Personal Tutor	Room