

Our ref: MAL/HMY/QA
9th July 2019



Dear Parents/Carers

Parents' Consultation Event – Progress Review Day

I would like to invite parents and carers of students in **Years 7, 8, 9, 10, and 12** to a Parents' Consultation Day on **Wednesday 24th July 2019** with your child's current Personal Tutor. Your child is only required to attend the Academy for the appointment time on this day. 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. The main aims of this meeting will be:

- ✓ To discuss progress to date;
- ✓ To identify areas for further development or 'next steps';
- ✓ To discuss information from your child's Interim Report.

All bookings can be made through the Insight ParentPortal on the Academy website at this address: www.q3academy.org.uk/insight/

Appointments of ten minutes are available with the Personal Tutor. Due to the number of parents and carers our staff need to see, we will have to limit the time to ten minutes. However, if you require longer to discuss your child's progress, we ask that you either e-mail the member of staff concerned, or agree another time to meet, or to speak on the telephone.

Personal Tutors will not have slots available to meet with parents/carers without appointments, but please note that you are welcome to contact any member of staff throughout the academic year.

In order for the event to run smoothly, we would ask all parents/carers and students to attend for their meeting punctually. Students must wear their full Academy Business Dress for the meeting, and please enter through the main entrance to the Academy only.

There will be no onsite parking available. Parking is available on the road. However, please be aware that restrictions apply within this area.

I look forward to welcoming you to the Academy at this event.

Yours sincerely

A handwritten signature in black ink that reads 'M Arnull'.

Mark Arnull
Head of School

Chief Executive: Dr Caroline J S Badyal, EdD, MA BE.d, DipEd, NPQH | Head of School: Mr Mark Arnull BA Hons, MA, NPQH

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Q3 - Quaerere | 'Seek that which is good, that which is right, that which is true'

