



15 November 2022

Dear Parent

Year 9 Review Meetings – Tuesday 22nd November 2022

I would like to invite you to attend your child's year 9 review meeting. Review meetings are an opportunity for parents to come into the academy to meet with their child's tutor to discuss their progress so far and to talk about targets for the year ahead.

When will the review meetings take place?

School will finish at 2.05pm for all year groups on Tuesday 22nd November 2022 so that staff can meet with the parents of the year 9s in their tutor group. The meetings usually last around fifteen minutes.

How to book a review meeting with your child's tutor

Your child will be responsible for making the appointment with their tutor. The appointment time will then be recorded in their planner. If you are not able to attend or would prefer to speak to your child's tutor over the phone then please write this in your child's planner.

What if you are not able to attend?

We appreciate that not all parents will be able to attend their child's review meeting on this specific afternoon. If you are unable to attend, please let your child's tutor know by writing a note in your child's planner. The tutor will then be in touch to arrange an alternative time or to speak to you over the phone.

Where will the meeting take place?

Meetings usually take place in your child's tutor room. We suggest that you arrange to meet with your child before the start of your meeting so they can show you to the correct room.

Please encourage your child to speak with their tutor in the coming days so that they can schedule a suitable time for their review meeting.

If you have any questions, please do not hesitate to contact the academy.

Yours faithfully

Mr M Walsh
Assistant Headteacher