



November 2023

Dear Parent

Year 11 Review Meetings – Tuesday 28 November 2023

I would like to invite you to attend your child's year 11 review meeting. The review meeting is an opportunity for parents to come into the academy to meet with their child's tutor to discuss the progress made last academic year and to set some targets for the year ahead.

When will the review meetings take place?

School will finish at the end of period 4 (2.05pm) for **all** year groups on Tuesday 28 November 2023 so that staff can meet with the parents of the year 11s in their tutor group. The meetings usually last around twenty minutes. Appointments can be made between 2.05pm and 4.05pm.

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 have a preferred time, please write this in your child's planner.

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.

Not available on Tuesday 28 November 2023?

If you are unable to attend the review meeting on Tuesday 28 November 2023, please let us know the times you are available during the week by writing a note in your child's planner. Their tutor will then be in touch to arrange a time for you to come in. We would encourage all parents to come into the academy for their meeting, however, if you are not able to attend in person, please inform your child's tutor via the planner of a suitable time they could call you instead.

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

Yours faithfully

Mr M Walsh
Assistant Headteacher