

Plympton Academy

Moorland Road, Plympton, Plymouth, PL7 2RS

Principal: Ms Lisa Boorman

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CMC/CWA October 2016

Dear Parent/Carer

You are warmly invited to the Year 11 Tutor Evening on Thursday 10th November 2016. During the evening you will have the opportunity to meet with your child's Form Tutor. The evening will focus on: your child's progress, upcoming mock exams and next steps. There will also be an opportunity to meet with Head of Careers, Head of Post 16, and Head of Academic Progress.

Please choose your preferred time to see your child's Form Tutor by ticking the appropriate box (overleaf) and returning it, via your child, to their Form Tutor who will confirm your appointment time and location in your child's planner.

Please note that if your preferred time has already been allocated, we will endeavour to make sure that you are seen as close to the time you have requested as possible.

The meeting essentially provides an opportunity for you to discuss how well your child is engaging with their learning as well as an opportunity to share confidential information with the Form Tutor about your child. Form tutors will also liaise with subject teachers on your behalf should you have any specific concerns you wish to raise.

Your son/daughter is entering a crucial phase of their life and I would implore you to attend this evening so we can support them together in the final run up to their final GCSE exams.

I will be available throughout the evening to answer any questions and deal with any additional concerns you may have.

We look forward to meeting you on 10th November 2016.

Yours faithfully

Miss C McVicker

Head of Academic Progress Years 10 & 11



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Registered Office: Moorland Rd, Plympton, Plymouth, PL7 2RS

Please return this letter to your child's Form Tutor by **Wednesday 2nd November 2016** at the latest:

Student Name: _____ Tutor Group: _____

Preferred time slot:

4.00 - 4.30pm

4.35 – 5.00pm

5.05 – 5.30pm

5.35 – 6.00pm

6.05 – 6.30pm

6.35 – 7.00pm

Or:

I am unable to attend

Please contact me via _____ (phone number/email address)

Signed: _____ Print name: _____

✂.....

This section to be completed and attached to student planner by Form Tutor:

Please attend a meeting with _____ in Room _____ at _____ pm.