

Plympton Academy

Moorland Road, Plympton, Plymouth, PL7 2RS

Principal: Ms Lisa Boorman

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JST/CWA October 2016

Dear Parents/Carers

You are warmly invited to the Year 9 Tutor Evening on Thursday 17th 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 and how things are progressing with their GCSE option choices and next steps. There will also be an opportunity to meet with the Head of Academic Progress.

Please choose your preferred time to see you 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 be 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 from the very start of their GCSE courses.

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 17th November 2016.

Yours sincerely

Mr J Strachan

Head of Academic Progress for Years 8 & 9



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

Please return this letter to your child's Form Tutor as soon as possible:

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: _____

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

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