

11 October 2016

Dear Parent/Guardian

**RE: Year 7 'Settling in' Evening for Parents and Students - Thursday 20th October 2016**

Personal Tutors have a key role in supporting our students, at the 'Settling in' evening you will be able to discuss with them how your child has settled in to Birches Head Academy and how we can work together to help your child to make the progress that is expected of them.

Pastoral, Progress and Senior Leaders will also be available during the evening.

To enable the evening to run smoothly, we have an appointment making system. All parents and students are expected to attend and will be given an individual appointment of five minutes with their Personal Tutor. The appointment time slots are stated below.

Would you please complete the reply slip below and return it to your child's Personal Tutor by Friday 14th October 2016 to enable us to make your appointment.

If we do not receive a reply by Friday 14th October 2016, we will assume that you are available for all the sessions and an appointment will be made on your behalf accordingly.

Your actual appointment time will be confirmed with your child and recorded in their planner. If you are not available for any of these sessions, please ensure that you provide us with a daytime telephone number so that we can contact you to make other arrangements. Please note on 8<sup>th</sup> December 2016 from 4.30pm to 7.00pm there is a Parent's Open Evening for Year 7 where you will be able to meet your child's class teacher for each subject.

Yours sincerely

**Mrs P Ball**  
**Year 7 Pastoral Leader**

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**Year 7 "Settling in" Evening for Parents and Students**  
**Thursday 20th October 2016**

**Student Name:**

**Form:**

I/We **will** be available to meet with the my child's form tutor on Thursday 20<sup>th</sup> October 2016 at the following times: **(Please tick one box for the time slot you require)**

....3.00pm – 3.30pm

....3.30pm – 4.00pm

.... 4.00pm – 4.30pm

....4.30pm – 5.00pm

.... 5.00pm – 5.30pm

I/We are **not** available for any of the above sessions, please contact me on the given telephone number:

**Telephone no:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Please return this appointment slip to your child's Personal Tutor by Friday 14<sup>th</sup> October 2016**