

SJS/GB

13 October 2017

Dear Parents/Guardians

Whole School Parent-Tutor Meetings – 8 November 2017

We are writing to invite you to meet your child's tutor to discuss how they have settled into their learning and the progress that they are making so far this year.

All parents will meet their child's tutor in the Autumn Term and their subject teachers in the Spring Term. Both of these events are very important and we would like all parents to attend.

The tutor meeting will be approximately 10 minutes long and appointments can then be made from 13:00 hrs onwards, with the last appointment being 16:50hrs. Prior to the meeting you will be sent a settling in review. You will also be sent your child's self-evaluation against our core values. All of this information can be discussed with your child's tutor as well as any pastoral issues. Your child's tutor is your link to the school and if you have any questions or concerns you can either email them or write a note in your child's planner, which the tutor checks each week.

As part of the Tutor Afternoon the School Pastoral Team will all be available to answer any questions as will members of the school Senior Leadership Team.

Please complete the attached form and return it to your child's form tutor as soon as possible to secure an appointment.

Yours sincerely

George Burvill
Assistant Principal - Assessment & Progress



Part 1 (To be completed by parent and returned to school by Friday 27th October)

We are committed to your child's success and I hope you can attend the tutor meeting at a time that best suits you. Please indicate below which times are most convenient and feel free to tick as many boxes as possible.

Student's Name:..... Tutor Group:

I am available to meet my child's tutor:

Afternoon	
1300-1400 hrs	
1400-1500 hrs	
1500-1600 hrs	
1600-1700 hrs	

If you have more than 1 child at St John's School, please add their names and Year Groups below.

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Note:

If you are unable to attend on the day due to commitments beyond your control, please contact us to arrange an alternative appointment.

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Part 2 (to be completed by the school)

Your appointment will be on Wednesday 8th November at:

Please confirm that you will be attending by signing below or putting a note in your child's planner.

Student Name..... Tutor group

Signed Date

In order for us to ensure that this information has reached you, please return as soon as possible.

Please note

- Your son or daughter must accompany you to the appointment
- On the day of your appointment, we would ask you to sign in at the school reception area
- If you have any questions regarding any of the above them please do not hesitate to contact the school on 29563888