

Dear Parent/Carer

**Year 11, 10, 8, 7 Academic Review Afternoons: 10<sup>th</sup> & 15<sup>th</sup> March**

On Thursday 10<sup>th</sup> or Tuesday 15<sup>th</sup> of March you and your daughter/son are invited to attend an Academic Review afternoon. This will be an opportunity for you to be involved in a 15 minute appointment with your son/daughter's tutor based in the Brunel Building.

Tutors are available from 2.00 pm until 7.00 pm on both days; please book a 15 minute slot on either of the two days with your son/daughters tutor. Please plan your appointments if you have more than one child at the school because you will need to see more than one tutor. Please use the form below to express your preference of appointment time.

In order to allow this valuable activity to take place, school will end early for Year 11, 10, 8 and 7 students at 1.30 pm on both days. Buses will be made available at this time. Year 9 students who are not involved in the review will remain in school participating in an options-based session until normal dismissal at 2.55 pm. Sixth Form lessons will continue as normal. If you cannot provide supervision for your child on either afternoon, please contact Reception and I will arrange alternative supervised work in school.

The Academic Review is an important event and provides pertinent information which will enable you to more readily support your child to achieve their full potential this year. Tutors will be able to give you specific subject report information, up to date attendance data and will be able to give you advice and support about important events in your child's education such as careers advice, build up to exams, coursework guidelines etc. It will also be your chance to ask questions of the tutor on such issues as homework, sixth form applications and next steps. Students MUST bring their planner with them to the appointment to transfer grades and view homework.

All meetings will be held in the Brunel Block and ample parking will be provided in the car park behind the Design and Technology buildings. The School Leadership Team, Heads of Year and Learning Support Co-ordinator will be available throughout the afternoons.

Please support us in making these afternoons a success.

Yours sincerely

Richard Badley  
Headteacher

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Student name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I would like an appointment:

**Thursday 10<sup>th</sup>** 2.00-3.00 , 3.00-4.30 , 4.30-6.00 , 6.00-7.00

**Tuesday 15<sup>th</sup>** 2.00-3.00 , 3.00-4.30 , 4.30-6.00 , 6.00-7.00

**Signed:** \_\_\_\_\_ parent/carer

**Please return to your tutor as soon as possible, and check your child's planner for confirmation of appointment times**