

5 September 2016



Dear Parent/Carer

Meet the Tutor – Drop-in Session – Wednesday 14 September

We are pleased to invite you to attend one of our Meet the Tutor drop-in sessions on Wednesday 14 September. This will be a short and informal meeting to give you the opportunity to meet your child's tutor and to discuss any issues with them. The ten minute sessions will be available to book between 2.45pm and 4.45pm.

Your child's tutor will be calling you to make an appointment. If you do not hear from them, please call our Reception Team on the above number.

Our senior leaders, year managers and attendance officers will also be on hand to answer any questions you may have.

If you are unable to make it into school on Wednesday but would like to speak with someone regarding an issue then please do not hesitate to contact school, and your child's tutor will then get back to you.

I look forward to seeing you on Wednesday.

Yours sincerely

Mr I Williams
Principal