



Head of Sixth Form: Mrs C Burton  
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Dear Parents/Carers

**'Meet the Tutor' Afternoon - Progress Review  
Thursday 13 February 2020**

The whole school will conduct Progress Review Day appointments on Thursday 13 and Friday 14 February 2020; these sessions offer the chance to discuss your child's progress with their form tutor.

The Sixth Form programme involves a variety of activities which include appointments, independent study and curriculum sessions. On Thursday we will be running an appointment-based system for parents along with independent study sessions for students.

**Please note that school will be open on Thursday with lessons taking place periods 1 – 3 but will close at 12.20 pm**, allowing conversations to take place from 1.00 pm onwards. The last available appointment slot is 6.20 pm. School buses have been arranged to leave school at 12.25 pm and students will have the opportunity to eat in school at 11.00 am. These changes have been made to minimise the number of lessons missed, but still allow for a worthwhile discussion between tutors, parents and students.

On Friday for the Sixth Form students only we will be running specific curriculum sessions that students in certain subjects will be asked to attend. We are also open throughout the school day for any student who wishes to engage in private study. The sessions that are available to each student will be discussed in challenge time and timetables shared with the pastoral team.

If you would like to book an appointment for Thursday 13 February to see your child's form tutor, please complete the return slip with your preferred time slot. If these sessions are not convenient please do not hesitate to get in touch as we are more than happy to conduct any conversations via email.

Yours sincerely

Mrs Charlotte Burton  
Head of Post 16  
Assistant Headteacher

**'Meet the Tutor' Afternoon – Sixth Form Progress Review**

I would like to make an appointment with my son/daughter's form tutor on Thursday 13 February 2020

My preferred appointment time is .....pm

Student Name ..... Form .....

Parent/Carer Email Address for appointment confirmation

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