

01 May 2024

Dear Parent/Carer

Re: Tutor Parents' Evening

I am writing to provide further details regarding the arrangements for the forthcoming Year 9 Tutor Parents' Evening on Wednesday, 22 May 2024.

The evening will be held 'in person' on the school site between 3.30pm and 6.00pm. The meetings will provide a valuable opportunity for Form Tutors and parents to discuss the year so far and address any questions or concerns which may have arisen.

Meetings will be held in the following venues: Main Hall: Tutor Groups 9S, 9P, 9R, 9N, 9G. TCC: 9F, 9E, 9L, 9D (please see the attached map showing each venue with entry/exit routes identified). Appointment times can be booked from Wednesday, 8 May 2024 from 9.30am onwards using our online parents evening system 'SchoolCloud'. A link to the booking system will be sent to you via email just before the booking system opens. Please note that appointments will be made on a first come, first served basis.

In order to maintain the safety of parents, children and staff during the evening we would kindly ask that all visitors observe the following guidance:

- Please aim to arrive as close as possible to 5 minutes before your appointment time (staff will be on hand to direct you to each venue)
- Where possible, please park off-site and arrive on foot (a limited number of parking spaces will be available)

Should you have questions about the evening please contact Mr Chaplin (Head of Achievement, Year 9) or Mrs Hutchinson (Pastoral Manager, Year 9).

Yours faithfully



Mr J Wilburn
Deputy Headteacher

Enc. Site Map