

May 2015

CPS/VLU/PTDAY030615

Dear Parents/Carers

**RE: PARENT-TUTOR DAY  
WEDNESDAY 3<sup>RD</sup> JUNE 2015 for Years 7, 8, 9 and 10**

As you know, Parent -Tutor Day plays a crucial part in the success of your child and as such we expect that **all** students be represented on this day by one, or both, parents/carers. It is also expected that **all** students should accompany their parents/carers in correct Academy uniform. If for any particular reason you are unable to be present, it is an expectation that an alternative appointment will be made on a different day, or at the very least, a telephone call will take place with your daughter/son's tutor.

The Academy year is divided into six Modules and reports are issued at the end of each Module. The discussion with your child's tutor will focus on the progress made over this academic year, agree strategies and targets for the Module ahead and plan for any end of year internal examinations (Years 7 – 9).

**Making an Appointment**

We would be grateful if you would indicate, on the slip attached, the times within which you will be able to attend an appointment, with your daughter/son's Tutor. Once the Tutor has received all reply slips, she/he will arrange the day and allocate you a specific 15-minute period of time. The time of this appointment will be communicated to you through your daughter/son via their planner and the appointments will take place in the student's Tutor room in each College.

It is likely that between 4.00 p.m. and 7.00 p.m. Tutors will be very busy. If you are in a position to arrange your appointment in the morning, or early afternoon, it would help to ease congestion and would make matters more convenient for you.

As the Academy will be closed to students, teachers will set work for students for this day and it is expected that this is completed. If students are questioned by the Local Authority or Police Truancy Team on the day, they should produce this letter as evidence of the arrangements for the day.

**Parking**

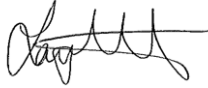
Please bear in mind that parking can be a major problem on the day and there will be very limited spaces in GOALS. May we remind you of the Fastrack bus service, which stops outside the Academy.

We are really pleased with the way students have been working this academic year and we appreciate the support you have given us in so many different ways. We are looking forward to meeting you on the 3<sup>rd</sup> June 2015.

Yours faithfully



Julia Collins  
Chaucer & Darwin College



Faye McGill  
Brunel & Da Vinci College

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**THE LEIGH ACADEMY**

Please return to Tutor

I/We will/will not be able to attend the Parent-Tutor day on Wednesday 3<sup>rd</sup> June 2015.

Number of Parents/Carers attending: \_\_\_\_\_

Signed: \_\_\_\_\_  
Parent/Carer

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I would prefer the following time slot/s (please tick)

08.00 – 10.00 a.m.

10.00 a.m. – 12 noon

12.00 noon – 2.00 p.m.

2.00 p.m. – 4.00 p.m.

4.00 p.m. – 6.00 p.m.

6.00 p.m. – 7.00 p.m.