

30th June 2016

CPS/VLU/PTDAY130716

Dear Parents/Carers

**RE: PARENT-TUTOR DAY
WEDNESDAY 13TH JULY 2016 for Years 7, 8, and 9**

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 and agree strategies and targets for the next academic year.

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. Your daughter/son will be told their time slot by their Tutor.

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.

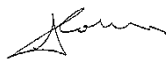
As the Academy will be closed to students, teachers will set work for students for this day and it is expected that this is completed. If students are questioned by the Local Authority or Police Truancy Team on the day, they should produce this letter as evidence of the arrangements for the day.

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 13th July 2016.

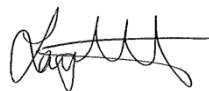
Yours faithfully



Sharon Waterman
Trust Principal



Julia Collins
Chaucer & Darwin College



Faye McGill
Brunel & Da Vinci College

THE LEIGH ACADEMY

Please return to Tutor

I/We will/will not be able to attend the Parent-Tutor day on Wednesday 13th July 2016.

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.