

4<sup>th</sup> October 2016

CPS/VLU/PTDAY102016

Dear Parents/Carers

**RE: PARENT-TUTOR DAY  
WEDNESDAY 19<sup>TH</sup> OCTOBER 2016 for Years 7, 8, 9, 10, 11, 12 and 13**

We would like to invite you to our Parent-Tutor Day, which takes place on Wednesday 19<sup>th</sup> October 2016. This Parent-Tutor Day plays a crucial part in the success of your child, and affords us the opportunity of working together to review progress to date, to address any issues and to make plans for the future to support your child. **Please note that the Academy will be closed on this day for normal lessons.**

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, or business dress, if Post 16. If for any particular reason you are unable to attend, it is an expectation that an alternative appointment will be made on a different day, or at the very least, a telephone call to 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. At your appointment with your daughter/son's Tutor you will be able to discuss their end of Module 1 Report and the progress they have made so far this year and to consider strategies and targets for the year ahead.

#### **Accessing your child's report**

All reports are published onto ePortal on the homepage on the academy website. To access your child's report, simply click on the tab labelled "student reports", follow the ePortal link and log in in the usual way. If you have any issues with logging in, please contact your child's College Admin Assistant (details on the website).

#### **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 in the diary section of their student 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.

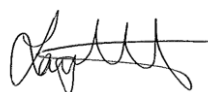
It should be stressed that all students are expected to complete the work set for them, by their teachers, during the day, except when they are with their parents/carers for the Tutor's appointment. If students are questioned by the truancy team on the day, they should produce this letter as evidence of the arrangements for the day.

**Parking**

Please bear in mind that parking can be a 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 during Module 1 and we appreciate the support you have given us in so many different ways. We are looking forward to meeting you on the 19<sup>th</sup> October 2016.

Yours faithfully



Sharon Waterman

Julia Collins

Faye

McGill

Trust Principal

Chaucer/Darwin Principal

Brunel/Da Vinci Principal

**THE LEIGH ACADEMY**

Please return to your daughter/son's Tutor

I/We will/will not be able to attend the Parent-Tutor day on Wednesday 19th October 2016

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

Preferred time of appointment: \_\_\_\_\_

If you have a daughter/son in another Tutor Group or College, please provide the following information to enable your child's Tutor to co-ordinate your appointment:

Name of Sibling: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

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

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