

Dear Parent or Carer,

RE: Tutor-Parent Consultation Day – Friday 3rd November 2017 (Year 7 -10)

I am writing to invite you to our **Tutor-Parent Consultation Day on Friday 3rd November 2017**. The purpose of this day is to give you the opportunity to discuss your child's progress with their tutor. This is an essential part of teaching and learning at Wapping High School.

We have an appointment system and your child will be asked to make an appointment on your behalf. Each appointment will last for 15 minutes and we ask that you keep to your time. **Your child will record the appointment in their planner and should bring their planner to the appointment.**

When you arrive, please collect your child's report from the **front entrance** and proceed to the assigned waiting area. You should then read through and discuss the report with your child; it is always helpful if you have specific questions you wish to ask in light of the report. **Please ensure you arrive 15 minutes before your appointment to allow you time to read through the report.**

In order for your child to be marked as present for the day, it is compulsory that they accompany you to the Tutor-Parent Consultation Day. At the end of the appointment you will be asked to complete a parent survey and a data collection form and then your child will be free to go home. **We expect all students to attend and for the survey and data collection form to be completed.** Students should use the time at home to complete learning and any outstanding work, or engage in quiet reading.

We would be grateful if you could indicate an approximate time you would like to attend by returning the reply slip below.

If you require a translator, we would suggest that where possible you should bring a family member or friend who can attend the meeting to translate for you.

Yours faithfully,



Mrs S Sanders
Assistant Headteacher

Tutor-Parent Consultation Day - Friday 3rd November 2017 (Year 7-10)

Student's Name:

Tutor Group:

I would like to meet with the tutor between (tick):

8:30am and 10:00am
10:00am and 12:00pm
12:50pm and 3:00pm

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please return the reply slip to your child's tutor by Wednesday 18th October 2017 to avoid disappointment, as appointments will be made on a first-come, first-served basis.