

Dear Parent or Carer,

**RE: Tutor-Parent Consultation Day – Friday 3rd November 2017 (Year 11)**

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 it as you may 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.**

For **all** year 11 students, the consultation day will run as a normal school day starting at 8.25am and finishing at 3pm. The programme for the day will be slightly different to their normal timetable with all Year 11 students taking part in Talking Walking Mocks and some booster classes led by senior staff. They will also be completing a PSHE module on applying for colleges. Your child will be able to join you to attend the 15 minute tutor-parent consultation meeting and will meet you in reception for your appointment.

At the end of the appointment you will be asked to complete a parent survey and a data collection form. 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

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**Tutor-Parent Consultation Day - Friday 3rd November 2017 (Year 11)**

**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 avoid disappointment, as appointments will be made on a first-come, first-served basis.**

