



# CROOKHORN COLLEGE

Dear Parent/Guardian

**Year 7 House Tutor Afternoon, Wednesday 26<sup>th</sup> September 2018, 3.30-6.00 p.m.**

We would like to invite you to the New Year 7 House Tutor afternoon on Wednesday 26<sup>th</sup> September between 3.30 and 6.00 p.m. This will be your first opportunity to meet your child's tutor since the start of the College academic year.

Past experience has indicated that it is a very useful meeting to discuss any issues that may have arisen during their first four weeks at College. It is also a good starting point for the crucial relationship between parent and tutor. It will be the first opportunity for you to see your child's Individual Student Plan, which will become a key part of their Crookhorn learning experience. The plan which is first discussed at this meeting will subsequently be developed during the two student progress review sessions held every year. There is an expectation that parents attend these sessions, on Thursday 13<sup>th</sup> December 2018 and Wednesday 24<sup>th</sup> April 2019.

It should be noted that this initial meeting is to discuss how your child has settled in, so subject teachers will not be available.

The first Parents' evening where you can meet subject staff is on Thursday 1<sup>st</sup> November 2018. Mr Collins will be giving an informative talk in the library for year 7 parents at 4pm designed to guide you through the reporting system and answer any questions. This talk is for parents only as space will be limited. A further three opportunities to meet subject staff are available during the year. It is expected that parents will attend at least one of these evenings to discuss progress. Should you wish to discuss a subject issue earlier, then please make contact through the Head of that subject, their email addresses are available on the College website.

Your child's Head of House and members of the Senior Leadership Team will also be available to answer questions.

The meeting with the tutor will last for up to fifteen minutes and will take place in your child's registration base. Please ensure that you bring your child to the meeting. Complete and return the booking form attached to your child's tutor to arrange a suitable time. It would be helpful if you could suggest three sessions in order of preference (please be as flexible as possible) and your tutor will try to meet the request. If you cannot attend any session then complete the relevant part of the sheet and your child's tutor will contact you to try to arrange an alternative time.

Yours sincerely

Mrs S Bennett  
Headteacher



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

Parent's Name: \_\_\_\_\_

**Time slot (please prioritise 1-3) – return to child's tutor by Thursday 20<sup>th</sup> September 2018**

3.30-3.45pm	
3.45-4.00pm	
4.00-4.15pm	
4.15-4.30pm	
4.30-4.45pm	
4.45-5.00pm	
5.00-5.15pm	
5.15-5.30pm	