



g.ll.parentseve.tutorday7-11  
5<sup>th</sup> October 2016

Dear Parent/Carer

**TUTOR CONSULTATION DAY – TUESDAY 18<sup>th</sup> OCTOBER 2016**  
**2 p.m. – 7 p.m.**

On 18<sup>th</sup> October we are holding our Tutor Consultation Day. School will finish at 12.50 p.m. with the consultations beginning at 2.00 p.m.

The consultation will give you the opportunity to come into school and meet with your daughter's form tutor. You will have the chance to discuss your daughter's attainment and progress against her targets. This will also be an opportunity to discuss other key issues which relate to her year group eg: Year 7 CAT tests and settling in; Year 10 work experience; Year 11 revision and intervention.

There will be a subject based parents evening later in the year which will allow you to meet with your daughter's teachers to discuss her academic progress in individual subjects. If however, at this stage, you do have specific subject based queries, please do not hesitate to contact the relevant teacher who will be happy to discuss matters on the phone or make an appointment to meet you.

Tutors will be making appointments with the girls in the next week. If you would like an appointment at a particular time, please specify this in your daughter's planner. Your daughter's tutor will confirm the agreed/available time in the planner. Every attempt will be made to make the appointment at your preferred time, but this cannot be guaranteed. If you are unable to attend, every effort should be made by your daughter to still attend in your absence.

Buses will run as normal (i.e. there will be no special buses provided at 12.50 p.m. for students). If girls need to stay in school until the time they catch their afternoon bus, please inform Mrs Slack in advance ([eslack@st-edmunds.eu](mailto:eslack@st-edmunds.eu)) and instruct your daughter to report to reception at 12.50 p.m. to be assigned a classroom base. The dining room will only be open at lunchtime for collection of pre-ordered packed lunches. Please ask your daughter to speak to the catering staff a few days beforehand so that her lunch can be made ready for her to collect at 12.50 p.m. Girls who usually have free school meals should also pre-order their packed lunch, please.

**We feel that this is a valuable opportunity not only to strengthen links between school and home but also to ensure that your daughter is coping with the demands being placed on her this year.**

We hope that you will be able to attend and look forward to seeing you.

Yours faithfully

**Mr B Burley**  
**Assistant Headteacher**