

6 October 2017

Dear Parent/Carer,

HEADTEACHER:

MR P WALKER BSC (HONS)

HEADTEACHER@CROFTONACADEMY.ORG.UK

On Thursday 19 October 2017, 4.00-7.00pm, we have made arrangements for you to meet with your child's Group Tutor to discuss how he/she has settled in. This evening meeting is based on short 5 minute appointments; should there be issues that need further discussion we will make the necessary arrangements for a longer meeting. Students are encouraged to attend along with their parents/carers. Appointments will take place in the main hall.

For those parents that would like to speak to our SEN Co-ordinator, Amanda Evison will be available on the evening.

Could I ask you to complete and return the reply slip to your child's Group Tutor, by Monday 16 October, in order for us to plan appointment times.

Yours faithfully,



P Walker
Headteacher

Crofton Academy Year 7 Meeting with Group Tutors

Name of student _____ Form _____

I am/we are able/unable to attend the Year 7 meeting with Group Tutors on Thursday 19 October 2017.

Please try to arrange an appointment around the following times

4.00 pm - 5.30 pm

5.30 pm - 7.00 pm

Appointments will be made on a first come first served basis but we hope to be able to accommodate parents who wish to have either an early or late appointment.

Signed _____

I/We are unable to attend but would like to make the following comments:

www.croftonacademy.org.uk
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