

6 October 2017

Dear Parent/Carer

Re: Year 10 Settling In Evening – Tuesday 31 October 2017 – 4:30pm-7:00pm

You are invited to a Settling In Evening on Tuesday 31 October between 4.30pm and 7.00pm to discuss your child's progress as they start their Key Stage 4 journey.

The meeting will be with your child's form tutor but you will have the opportunity to speak to their Head of Year if you would like to. If you need to speak to a specific teacher please contact them on 0121 373 1647 or by email on NBA.Enquiries@E-Act.org.uk marking it for the attention of the teacher you want to speak to. Your child will make the appointments for you.

Please complete the reply slip below and return it to your child's form tutor by Friday 13 October to confirm your attendance. If you are unable to attend, please email me Stephen.Corfield@E-Act.org.uk so that we can arrange an alternative time.

Yours sincerely

S Corfield

Mr S Corfield
Head of Year 10

.....
For completion by all Parents/Carers :-

Students name:..... Tutor Group.....

I *will/will not be able to attend the Year 10 Settling In Evening on Tuesday 31 October 2017
(*Please delete as necessary)

I would prefer an appointment between –
4.30pm – 5pm; 5pm – 5.30pm; 5.30pm – 6pm; 6pm – 6.30pm; 6.30pm – 7pm
(Please circle the time slot required)

Signed:.....Date:.....

