

6 October 2017

Dear Parent/Carer

Re: Year 7 Settling In Evenings

You are invited to a Settling In Evening on either Tuesday 31 October OR Thursday 2 November between 4.30pm and 7.00pm to discuss your child's progress as they start their Academy 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](mailto:NBA.Enquiries@E-Act.org.uk) marking it for the attention of the teacher you want to speak to. Your child will make the 10 minute appointments for you.

Please complete the reply slip below, by indicating which evening you would prefer 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 [Mandy.Jones@E-Act.org.uk](mailto:Mandy.Jones@E-Act.org.uk) so that we can arrange an alternative time.

Yours sincerely

*A F Jones*

Mrs A Jones  
Head of Year 7

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

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

I \*will/will not be able to attend the Year 7 Settling In Evening on Tuesday 1 **OR** Wednesday 2 November 2017  
(\*Please delete as necessary)

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

