



23 September 2019

Dear Parent/Carer

**'Meet the Tutor Afternoon'
Wednesday 9 October 2019**

We would like to give you advance notice of our 'Meet the Tutor' afternoon that will be taking place on Wednesday 9 October 2019 between 1.00 pm – 6.00 pm. In light of the new Vertical Tutor Group system we recognise that many parents may like the opportunity to meet their child's new form tutor(s) to ensure we can all work together supporting your child's progress.

In previous years this has been a highly attended event for Year 7 students, but listening to parental requests we agree this event would be beneficial to all Year 7-11 groups, in addition to those beginning their journey in Year 7 and those in Year 11 in their final year of GCSE study.

Please note that school will be open with lessons taking place periods 1 – 3 but will close at 12.20 pm, the start of lunch time, allowing interviews to take place from 1.00 pm onwards. School buses have been arranged to transport students home as normal at 12.25 pm. Students will have the opportunity to eat in school at 11.00 am. These changes have been made to minimise the number of lessons missed by students but still allow for a worthwhile discussion between tutors, parents and students.

To use the parents' evening booking system please see the guidance below:

- Click on the News and Events section of the website and then Parents Evenings & Reports from the dropdown menu.
- Click the online booking system link at the top of the page (highlighted in blue)
- Enter your name, email address, your child's name and date of birth and finally your child's register class in the form Year 07 Gladwin2 or Year 11 Kenning3.
- Click on log in.
- Click on the manual booking for 9 October Welcome Evening and select the appropriate time before clicking logout.

The evening will take place in your child's form room allowing you to talk to their form tutor(s), review how they have settled in during this first term as well as share relevant information that will enable us to support your child. As this is a meet the form tutor event, there will not be the opportunity to meet subject teachers, however if you do want feedback on a specific lesson please feel free to contact the school directly or ask your child's form tutor to speak to the individual teacher and they can contact you. It is advised that if you have more than one child at Tupton, booking early is essential in order to ensure your appointments are close together.

There may be limited parking facilities on the school site during this even, so should you need to park on Station New Road, please keep clear of the private drives near the school to avoid inconveniencing our neighbours.

Yours faithfully

Mr C Sinclair
Assistant Headteacher