St Robert of Newminster Catholic School and Sixth Form College

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Head Teacher: Mr D Juric
Chair of Governors: Miss A Nichols

10th November 2023

Dear Parent/Carer,

Year 7 Tutor Evening Tuesday 28th November 2023 from 3:45pm – 6:00pm

We would like to invite parents/carers of Year 7 into school to meet with your child's tutor to discuss settling into St Roberts.

In order to book an appointment with your child's tutor, you will need to know their tutor's name. Your child should be able to help you with this.

Instructions for booking appointments:

- Find out your child's tutor group and their tutor's name.
- Write your preferred appointment time in your child's planner. Please give a selection of times to make the allocation of appointments easier for tutors.
- **Your child's tutor will look at this information and tell them the exact time of your appointment and they will note this in their planner.**
- Please arrive 5 minutes before your appointment and you will be directed to the area of the school where the tutor evening is taking place. Please arrive via main school reception.

I hope that this booking process is relatively straight forward. Tutors will allocate time slots for appointments as in line with parent/carer requests where possible. It is extremely important that tutors stick to the allocated time for each appointment so each meeting will finish after 5 minutes. If parents/carers wish to discuss any concerns in more detail, members of the Pastoral Team will be available on the evening or parents/carers should contact your child's head of house.

Kind Regards,

Mr McHale
Senior Assistant Headteacher