



Parkside Academy

An Outstanding School

Headteacher: Mr K. Simpson

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9 October 2017

Dear Parent / Carer

Re: Year 7 Tutor / Parent Evening

I am pleased to invite you to meet with your child's Form Tutor on **Thursday 19th October 2017** from **3.30pm – 5.30pm.**

The purpose of the meeting is to discuss how your child has settled into life at Parkside and any concerns you may have.

In order to accommodate all parents, could you please ask your child to make a mutually convenient appointment with their Tutor. Appointments should last no longer than five minutes.

You will have an opportunity to meet subject teachers later in the year. Should any parent have difficulty with access arrangements, please contact school to inform us.

Please complete and return the reply slip below, indicating whether or not you will attend. Tutors will give you child a firm appointment slot.

Yours sincerely,

Mr K Simpson
Headteacher

Reply Slip

Name of student: **Tutor group:**.....

I shall/shall not*(*please delete as applicable*) be attending the above meeting with my child's Form Tutor at the time my child has arranged.

Signed:.....**Parent/Guardian Date:**

