



October 2023

Dear Parent

Headteacher - Patrick Earnshaw  
Deputy Headteacher - Mathew Downs

## Year 7 Tutor Information Evening

As part of our on-going efforts to keep you up to date with the progress of your child, I wish to invite you to the Year 7 Tutor Information Evening on **Wednesday, 18<sup>th</sup> October 2023** from 4.00pm to 6.30pm, in the Da Vinci building.

The aim of the evening is to provide you with the opportunity to meet with your child's form tutor to discuss their general progress and how they have settled into Highcliffe School. However, if you have a curriculum concern that you wish to discuss, I would advise you to contact your child's teacher via the school office to expedite an appropriate response.

**Please note – Tutor group 7.9, Mrs Clarke won't be attending the evening but will be sending home individual letters with feedback for your child.**

Internet safety information will be available on the evening. This is an important topic in the current climate, and it is essential that you are aware of the most up to date information available. This is an area that is constantly changing and one that both parents and professionals working with children need to be aware of. Mr Davies, Assistant Headteacher, will also be on hand to answer any queries. In addition, there will be an opportunity for parents to familiarise themselves with our home study recording system and to speak to the peer mentors, who will be happy to help with any Highcliffe queries.

The evening is bound to be very busy. If you are planning to attend, I should be grateful if you would complete the appointment request slip attached to this letter and return it to your child's tutor so that an appointment can be arranged for you. The actual time of the appointment will be written in your child's student organiser.

Please note that all appointments have to be kept to five minutes to enable tutors to meet with all the parents who wish to see them. However, there may be some waiting involved as the evening progresses and we would ask for your patience and understanding.

Mr Amey (Pastoral Lead), Miss Whitney (Deputy Head of Achievement) and I will also be available throughout the evening.

I look forward to meeting you and thank you for your support and co-operation.

Yours faithfully

Mr Witton  
Head of Achievement – Year 7

**PLEASE RETURN TO YOUR CHILD'S TUTOR - YEAR 7 TUTOR INFORMATION EVENING**

Student name ..... Tutor Group .....

I wish to attend the Year 7 Tutor Information Evening. I would like to request an appointment between the times of: (Please circle)

4.00-4.30pm / 4.30-5.30pm / 5.30-6.30pm

I am unable to attend the Year 7 Tutor Information Evening

Signed ..... Parent

