

Our Ref: Q3/PCD/CB

25th November 2008

Dear Parents/Carers

Re: Parent Consultation Day

I would like to invite you to a **Parent Consultation Day** with your child on **Friday 12th December 2008**. During the day the Academy will be closed for normal lessons and there will be an opportunity for you to meet with your child's Learning Consultants for a short time. We expect these interviews to be attended by a parent or carer so that the progress outlined is supported by both the Academy and home. The aims of this meeting will be:

- To discuss progress to date.
- To identify areas for further development or 'next steps'.
- To discuss information from Interim Report 2. This report will be available on the day for parents/carers to collect.

Students will arrange appointment times with their Learning Consultants to suit you throughout the Academy Day. May we suggest that these are done in sessions to optimise the time available:

- **Session One 9.15 – 11.15am**
- **Session Two 11.35 – 1.05pm**
- **Session Three 1.50 – 3.05pm**

Alternative appointment times will be available throughout the remainder of the Academy year for those parents/carers who are unable to attend due to work commitments.

In order for the day to run smoothly, we would ask all parents/carers and students to attend on time please. Students must wear their full Academy Business Dress. On this day students should only attend the Academy for their interviews and are required to study at home for the rest of the day. When attending your meeting please use the main entrance and sign in. It is at the point that Interim Reports will be given to you. Parking is available on the road or on the tennis courts which can be accessed by driving down the end drive. Please remember not to park in the turning circle at the front of the Academy as this is regularly patrolled by Traffic Enforcement Officers. Complimentary tea and coffee will be available in the Academy Restaurant throughout the day.

Please complete the appointment form, which is enclosed and indicate your preferred time slot. Please be aware that a prompt return is more likely to guarantee the time slot you indicate as a preference and will greatly assist in our planning for the day. We rely on students to make appointments with Learning Consultants as quickly as possible.

