

Our Ref: Q3/PCD/CB

28th January 2009

Dear Parents/Carers

Re: Parent Consultation Day

I would like to invite you to a **Parent Consultation Day** with your child on **Friday 13th February 2009**. 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 3. 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 – 2.05pm**
- **Session Three 2.05pm – 3.00pm**

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. We are aware that many parents/carers would prefer evening appointments, and we are currently looking into how this could operate in the future. Thank you for your recent feedback on this.

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**. Many thanks to those of you who have supported this. 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 this 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.

Your views and opinions are important to us, you may therefore wish to make an appointment in our Diary Room. Please tell us what you like about Q3 Academy, or what you would like to see improved in the future. Appointments can be made through Mr Cornish, Director of Holistic Development.

