

Our Ref: Q3/PCD/CB

9th June 2010

Dear Parents/Carers

Re: Parent Consultation Day

I would like to invite you to two upcoming consultation days that will be held on **Thursday 1st July** and **Wednesday 21st July**. There have been some important changes, as a result of your feedback from last years event.

A Key Stage 3 consultation day for students in years 7 and 8 will be held at the Academy on Thursday July 1st.

A Key Stage 4 consultation day for students in years 9 and 10 will be held at the Academy on Wednesday July 21st.

This is a valuable opportunity for consultants, parents and carers to work together and collectively share ideas to continue the excellent progress that we have made and are continuing to make.

The following information relates to the first Key Stage 3 day on July 1st.

Students will be dismissed from the Academy at 2.05pm on this day in order for appointments to take place. Academy coaches will be notified and we will arrange for them to pick students up at the slightly earlier time on this day. During the afternoon the Academy will be closed for period 5 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 the recent Interim Report.

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 2.30pm-4pm**
- **Session Two 4pm-6pm**
- **Session Three 6pm-7.30pm**

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**. 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 Quisine throughout the day.

Appointments of 10 minutes can be made with subject staff and these will take place in three venues to reduce the time needed to move from one consultant to another. **The appointment sheet provided is for the 1st of July only and another letter will be sent for the KS4 day.**

Please complete the appropriate appointment form, which is enclosed and indicate your preferred time slot. 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.

I look forward to meeting you on the day

Yours sincerely

Caroline Badyal
Chief Executive/Principal
