

Our Ref: Q3/PCD/CB

Thursday 14th May 2009

Dear Parents/Carers

Re: Parent Consultation Day

I would like to invite you to a **Parent Consultation Day** with your child on **Monday 1st June 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 4. This report will be despatched to you prior to the 1st June 2009.

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 12 noon – 2.30pm**
- **Session Two 2.30pm - 5pm**
- **Session Three 5pm – 7pm**

Please note change of times

We have responded to parental/carer wishes for appointments to be available during the evening.

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. All parents/carers should have received the Interim Report prior to this date. 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. 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.

We would also like to take this opportunity to remind parents/carers that the **Cyber Cafe** is available throughout each Academy day for community use. An appointment to use this can be booked through main reception.

