



18th September 2018

Dear Parent/Carer,

We would like to invite all parents of Year 7 pupils to our forthcoming “Meet the Form Tutor Evening”, which will be held on Tuesday the 2nd of October.

This event provides an excellent opportunity for you to meet with your child’s Form Tutor and discuss how your child has settled into life at Porth Community School. Our Additional Learning Needs Co-ordinator, Mrs Julia Roberts will also be available to answer any questions you may have, along with members of the Senior Leadership Team.

Please note that this event is not a full academic Parents’ Evening and as such, discussion points should be based on general pastoral issues. A full academic Parents’ Evening is planned for the Spring Term, where you will be able to meet with individual subject teachers and discuss academic progress and attainment.

The event will take place in Y Goedwig (the new building) between 3.10pm and 6.00pm. Please may I remind you that all parents, for security and safeguarding reasons, park in the Y Goedwig car park only. Parents will then be greeted and registered upon arrival at the Y Goedwig main reception area.

If you would like to attend the “Year 7 Meet the Form Tutor Evening”, please could you complete the appointment request slip below and return it as soon as possible, directly to your child’s Form Tutor. Due to the large volume of visitors expected, Form Tutors will only initially be able to offer five minute appointments. Your child should inform you of the exact appointment time after it is confirmed by their Form Tutor and will also be encouraged to record the appointment in their planner.

Yours sincerely,

Mrs Suzannah Cribb

Head of Middle School

Appointment Request Slip

Yes, I would like to attend the Year 7 Parents’ Meet the Form Tutor Event on Tuesday 2nd October, and I am available to meet with my child’s Form Tutor between the following times (Please circle as appropriate).

3.10pm - 3.30pm	3.30pm - 4.00pm	4.00pm – 4.30pm
4.30pm – 5.00pm	5.00pm – 5.30pm	5.30pm – 6.00pm

Child’s name

Form Tutor.....

Signed (Parent/Guardian)

Headteacher – Yvonne Jones