

Our ref: SZW/jm

17<sup>th</sup> September 2018

«Parental\_addressee»

«AddressBlock»

Dear, «Parental\_Salutation»

We hope «Forename» has settled in well after the summer holiday and that our new Year 7 students are enjoying their first few days at Kingsthorpe College. Early feedback from students, parents, and staff has been overwhelmingly positive as we look to continue our drive to further improve the provision we offer for our students.

To help support «Forename», and again as a result of parental feedback last year, we are introducing a "Meet the Tutor Evening" on Thursday 27<sup>th</sup> September from 3.30pm - 6.00pm. This evening will give you the opportunity to meet with «Forename»'s form tutor to discuss any issues or in many cases celebrate success. It might be that you want to take the opportunity to share information with «Forename»'s form tutor, or discuss a subject based matter with them which they can then share with subject staff.

All meetings will take place in «Forename»'s form room and their attendance is strongly encouraged so they can take part in the three-way conversation. We know from experience that an effective home-school relationship is a huge factor in ensuring «Forename» succeeds.

The College uses an easy online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment. Appointments can be made from Thursday 20<sup>th</sup> September 2018 and the booking system will close on Wednesday 26<sup>th</sup> September 2018. Should you wish to make any changes after this date please contact the school office.

Please visit <https://kingsthorpecollege.parentseveningsystem.co.uk/> or go to the College website to access the online booking system to book your appointment. Login with the following information:

Student's First Name: «Forename»

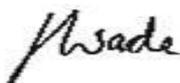
Student's Surname: «Surname»

DOB: «DOB»

If you do not have access to the internet, please contact the school office who will be happy to help you.

We look forward to welcoming you to the College.

Yours Sincerely



Mr S Wade  
Deputy Headteacher