

KING ARTHUR'S COMMUNITY SCHOOL

A specialist Sports College

West Hill, Wincanton, BA9 9BX

Telephone 01963 32368

E-mail office@kingarthurs.org.uk

Headteacher – Mrs. Emma Wilkes



September 2011

Dear «Parental_Salutation»

Parent-Tutor Consultation Meetings

I write to invite you to a Parent-Tutor Consultation Day on Wednesday 16th November. This initiative has proved very successful in recent years. We believe it is important that you attend and that «Forename» comes with you. Normal lessons and college classes will be suspended for that day and obviously there will be no school transport.

The consultation will be with «Forename»'s tutor and will take place between 9.00a.m. and 5.30p.m. during ten minute appointments. The main purpose of the meeting is:

- ▶ To reflect upon the areas of development for «Forename».
- ▶ To give the tutor, you and «Forename» an opportunity to discuss any issues or concerns.

Please complete the slip below to indicate which time of the day you would like the meeting to take place and return to your child's tutor **by Friday 14th October**. Please indicate where requested if you are making appointments for more than one child. The time of meeting(s) will be sent home with students via their tutor by Wednesday 9th November.

We look forward to seeing you in November.

Yours sincerely,

David Dwyer
Deputy Headteacher

TUTOR/PARENT CONSULTATION MEETING WEDNESDAY 16TH NOVEMBER.

«Forename» «Surname» «Reg»

I/we would like to attend during the following time : please indicate with a **1 and 2** your first and second preference.

9.00 to 10.30		11.00 to 12.30	
1.30 to 3.00		3.30 to 5.30	

I am/We are unable to attend the consultation day. (✓)

Please give details if you have more than one child in school

(this will enable us to make sensibly timed appointments).

Name:

Tutor Group:

Signed:

PLEASE RETURN TO TUTORS BY FRIDAY 14TH OCTOBER