

17 October 2017

Dear Parent/Carer

**Meet the Tutor Evening
Thursday 2nd November 2017**

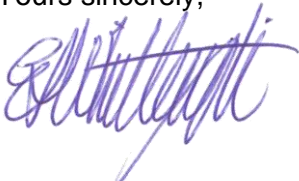
I would like to invite you to a Meet the Tutor Evening with your child's Learning Tutor on **Thursday 2nd November 2017 between 4pm – 7pm.**

When you arrive for your appointments you will be given your child's attainment to date which will give you a good starting point for discussion. It is important that both parents/carers and students attend to discuss progress in all subjects at this important time and any interventions that are required. We advise that you attend 10-15 minutes before your first appointment so that you can look at and read through the Progress Review. **Students must attend wearing full Academy uniform.**

Your son/daughter will have a label in their planner for the Meet the Tutor evening. This will have a space for you to put your preferred appointment time. Your child's Learning Tutor will then allocate you an appointment and write the time in the allocated space on the label.

Mark Hall Academy has step free access through our main entrance and lifts within the building to allow access for all visitors, including wheelchair users. Please contact us if you require any further information regarding access to our academy, including any particular requirements we might need to consider for your visit.

Yours sincerely,



Ms. E Whittington
Associate Senior Leader

Principal: Mrs C Franceschi BA (HONS), NPQH

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