

CITY OF DERBY ACADEMY

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Headteacher: Mr P Smith



Ref KD/TP

06 October 2017

Dear Parent / Carer

You are invited to attend the **Year 7 'Meet the Tutor' evening on Tuesday 17th October (16:00 - 19:00)**. The evening will provide you with the opportunity to meet your child's form tutor and to gauge how well your child is managing the transition from primary school to secondary school. In addition, your child's form tutor will provide information about the effort, behaviour and aptitude that your child has demonstrated in all of their subjects.

This evening is **in addition to** the annual Parents' Evening which will take place later on the 23rd May 2018.

In order to support the efficient running of the event, can parents please return the reply slip to your child's form tutor indicating your preferred time slot (1 = first preference, 2 = second preference). The confirmed times will be sent to you as soon as possible.

Yours faithfully

Mr K Day
Head of Year 7

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City of Derby Academy

Year 7 'Meet the Tutor' evening

Students name..... Form.....

I am able / unable to attend the 'Meet the Tutor' evening on October 17th.

SignatureParent/Carer

Time slot preference (Please choose two – 1 and 2):

Time Slot	Preference	Time Slot	Preference
16.00 – 16.15		17.30 – 17.45	
16.15 – 16.30		17.45 – 18.00	
16.30 – 16.45		18.00 – 18.15	
16.45 – 17.00		18.15 – 18.30	
17.00 – 17.15		18.30 – 18.45	
17.15 – 17.30		18.45 – 19.00	

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Reply slip (From school to home) indicating allocated slot for 'Meet the Tutor' evening on 17th October

Slot allocated..... Signed.....(Form Tutor)