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November 2024

Dear parents/carers,

ACADEMIC TUTORING DAYS – ALL YEAR GROUPS

As part of our continued commitment to our students' progress and the implementation of bespoke strategies for success, we will be holding our Academic Tutoring Days for all students across the following two and a half days:

Tuesday 26th November: 1pm – 4pm

Wednesday 27th November: 8:30am – 7:30pm

Thursday 28th November: 8:30am – 7:30pm

The purpose of the Academic Tutoring Days is for parents/carers and students to meet with subject teachers to review student progress through quality conversations that will enable the student to be successful. It is **compulsory for all students to attend their appointments on the day and time chosen, and we strongly encourage parents/carers to accompany them.** We know that parents/carers play a significant role in the encouragement and support of students through their courses, and we value your attendance very highly.

Meetings will be conducted virtually on School Cloud.

Parents/carers will be able to book video call appointments with the relevant teachers that will last 10 minutes via School Cloud. Students must attend each of their appointments with their parents or carers. To maximise the chance of having your appointments close together, we advise that you book your appointments as early as possible as demand will be high and not all requests for specific times or days will be possible. If you are going to be in a different location to the student and anyone else attending, please invite them by sharing the link to each meeting with them.

Please note that some students have more than one teacher for a course. Before booking your appointments, please find out from the student which of their teachers will be conducting the appointment to ensure you book with the right teacher. Due to the high number of students, appointments booked with the incorrect teacher will be cancelled. In addition to this, please note that some part-time teachers may not be available for appointments, but arrangements will be made to ensure that students can book appointments with teachers who teach them.

If on the day, you are unable to make your appointments, please ask the student to send their teachers a message on Microsoft Teams alerting them to this and to also ask if there are any additional times they can re-schedule their appointments.



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Instructions on how to book your appointments is included with this letter. **Bookings for appointments will open at 6pm on Monday 11th November and close on Monday 25th November at 6pm.**

We do not anticipate any technical issues with School Cloud, but if there are any unforeseen technical issues with the system during the Academic Tutoring Days, teachers will use Microsoft Teams to call students for their scheduled appointments.

Students have been directed to a **self-assessment form** to complete on Teams for each subject ahead of their appointments which will inform the discussions they will have with their teachers on the day.

There will be no lessons running during the Academic Tutoring Days and students will be directed to work set by their subject teachers during this period. Please note that **Friday 29th November is staff Admin day and no lessons will run on that day. Lessons resume on Monday 2nd December.**

We look forward to seeing you and the young person in your care.

Yours faithfully



Sophie Mngoma
Director of Pastoral Care