

25th September 2015

RE: Year 7 parent/carer and tutor evening

Dear parents/carers,

Your son/daughter has now been a student at Ipswich Academy for three weeks and we feel this would be the perfect time to discuss with you how he/she has been settling into secondary school life and study.

We would like to invite you to come into school and meet with your child's base group tutor on Thursday 1st October during one of the following meeting time slots:

- Slot 1 - 4.30pm- 5.00pm
- Slot 2 - 5.00pm- 5.30pm
- Slot 3 - 5.30pm- 6.00pm
- Slot 4 - 6.00pm- 6.30pm
- Slot 5 - 6.30pm- 7.00pm
- Slot 6 - 7.00pm- 7.30pm

Please indicate on the slip at the bottom of this letter your preferred time slot and return this to your child's base group tutor by Tuesday 29th October. Each parent/carer and tutor meeting will be 10 minutes long and your child's base group tutor will communicate your child's time slot via their planner.

Students are expected to attend the meeting, with you, in full school uniform.

We look forward to meeting with you to discuss your child's experience so far.

Yours faithfully,



Mrs A Cook
Year 7 Leader

Dear Mrs Cook,

I will/ will not be attending the year 7 parent/carer and tutor meeting on Thursday 1st October for my child _____ in base group _____.

Please circle your 1st and 2nd preferred time slots below:

4.30pm- 5.00pm 5.00pm- 5.30pm 5.30pm- 6.00pm 6.00pm- 6.30pm
6.30pm- 7.00pm 7.00pm- 7.30pm

Signed _____ (parent/carer)

Principal: Amanda Phillips CBE

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