

4th November 2019

Dear Parent/Guardian

**Year 7 'Meet the Tutors' Evening Thursday 28<sup>th</sup> November 2019**

I am writing to invite you to the Year 7 'Meet the Tutors' Evening to be held in school on Thursday 28<sup>th</sup> November 2019, between 4.00pm and 6.00 pm. This evening will be an opportunity to meet with individual tutors, to discuss your child's report and how they have settled in so far.

Mr Johnson and Mrs Williams will also give a short address in the Peter Hopkins Hall at 4.30pm, 5.00pm and 5.30pm. You are invited to attend one of these sessions. A member of staff will be available to give advice on setting up Show My Homework and the Parent Gateway App.

To make an appointment with your child's tutor please use our on line booking system by visiting [springwood.parentseveningsystem.co.uk](http://springwood.parentseveningsystem.co.uk) You will be able to book an appointment with your child's tutor between the times of 4.00pm and 6.00pm. If your child is a Pupil Premium student, has a Specific Educational Need or you would like to discuss your child's progress in Reading, you can also make an appointment with the following members of staff:-

Mr Thurlow - Pupil Premium

Mrs Bunting - SEND

Mr Wisniewski - Accelerated Reader Programme

**PLEASE NOTE – The booking system goes live on 14<sup>th</sup> November 2019**  
**You WILL NOT be able to make bookings before this time**

On the Evening please register at the desk in the Main Reception area.

If you have any problems accessing this, please contact Mrs Saxby, Pastoral Manager for Year 7, on **01553 778092** or email [r.saxby@springwoodhighschool.co.uk](mailto:r.saxby@springwoodhighschool.co.uk)

I would like to thank you in advance for your support and look forward to seeing you at the Evening.

Please complete and return the attached reply slip to the Year 7 Office ASAP.

Yours faithfully

Mrs Williams & Mrs Saxby (Year 7 Team)

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**Please return to the Year 7 Office ASAP**  
**Year 7 'Meet the Tutors' Evening Thursday 28<sup>th</sup> November 2019**

Student ..... Tutor Group .....

I confirm that I will/will not (please delete) be attending the Year 7 'Meet the Tutors' Evening on Thursday 28th November.

Parent/Guardian Signature .....

Date .....