



19<sup>th</sup> December 2023

Dear Parent/Carer

## **Year 7 Review Meetings – Week commencing Monday 15<sup>th</sup> January 2024**

I would like to invite you to attend your child's tutor review meeting. Review meetings are an opportunity for parents to come into the academy to meet with their child's tutor to discuss their pastoral development and set agreed targets for the year ahead.

### **When will the review meetings take place?**

School will finish at the end of period 4 (2.05pm) for **all year groups** on Tuesday 16<sup>th</sup> January. This is done to provide an opportunity for parent/carers to meet their child's form tutor for around twenty minutes. We are aware that not everyone can attend at this time of the day or on that day so your child's form tutor will also be available during other times that week.

### **How to book a review meeting with your child's tutor**

Your child will be responsible for making the appointment with their tutor for you. Please indicate the time that you wish to attend on the slip below and ask your child to return the slip to the tutor directly (your child will bring home a paper copy of this letter). A message confirming the date and time will be sent to you via Class Charts. If you have not yet signed into Class Charts and you need a copy of your login details, please email [office@hallparkacademy.org.uk](mailto:office@hallparkacademy.org.uk).

### **Where will the meeting take place?**

Meetings will take place either in your child's tutor room or in the theatre if they are taking place on the day that we close early. Please arrange to meet your child at school and they can bring you to the tutor room. If the meeting is taking place at another time, please come to reception to sign in and your child's tutor will meet you there.

Later in the year there will also be a subject based parents' evening where parents will have the opportunity to speak to their child's subject teachers about their progress in their subjects; this is happening on Wednesday 17<sup>th</sup> April 2024.

Yours faithfully

Mr D Dolman  
**Assistant Headteacher**



**Reply slip - Year 7 Review Meetings – Tuesday 16<sup>th</sup> January 2024** *Please return to your child's tutor*

Student's name \_\_\_\_\_ Tutor group \_\_\_\_\_

Please select your preferred time slot for your review meeting

- 2.05 – 2.25pm       I would like to arrange a meeting on an alternative day  
 2.25 – 2.45pm  
 2.45 – 3.05pm  
 3.05 – 3.25pm