



Looe Community Academy

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Headteacher: Mrs H R Jenkins BSc

Our Ref: HWI

14 October 2016

Dear Parent/Carer

Year 7 Settling-in Evening with Tutors – Thursday 3 November 2016

I have been pleased with the positive behaviour and attitudes of our new Year 7 students here at Looe Community Academy. The majority of students are happy and already working hard in their new school surroundings. I hope that you feel that your child is settling in well to the learning environment and daily routines.

We feel it is important to give parents and carers an opportunity to meet with tutors early on if there is a concern, or you need reassurance. We have arranged an evening for your child's tutor to be available for a short informal meeting of about 10 minutes on Thursday 3 November where you can meet the tutor and raise any issues.

If you should like to make an appointment with your child's tutor or myself then please return the attached form to your child's tutor with your preferred time by Wednesday 19 October. If we find we need more time or the concern is unable to be resolved immediately we will arrange a further meeting.

To ensure you are best informed, you will receive an interim report with progress information in and a full written report later on in the academic year.

If I can be of any further assistance then please do not hesitate to contact me.

Yours faithfully

Mrs J Woodman
Leader of Learning for Year 7

Enc

Year 7 Settling-in Evening appointment - Thursday 20 October

Student's Name Tutor Group

Please tick your preferred time slot to meet the tutor and we will aim to arrange your appointment within this slot:

3.30-4.00pm

4.00-4.30pm

4.30-5.00pm

5.00-5.30pm

5.30-6.00pm

Please return to the tutor