



Looe Community Academy

Sunrising, East Looe, Cornwall PL13 1NQ

Telephone: 01503 262625

Fax: 01503 265435

Email: enquiries@looe.cornwall.sch.uk

Headteacher: Mrs H R Jenkins BSc

Our Ref: HWI

8 October 2015

Dear Parent/Carer

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 15 October 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 Monday 12 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

Year 7 settling-in evening appointment - Thursday 15 October

Student's Name

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 indicate if you wish to see Mrs Woodman instead of the tutor

.....

Please return to your Tutor.