

MBL/jj/ARD

20th October 2014



Dear Parent/ Carer

Re: Academic Review Day 2014

We were very pleased with the success of both of last year's Academic Review Days. Our first of this academic year is coming up after half term. Our Academic Review times will start on Monday 10th November from 4pm until 6pm and continue the following day on Tuesday 11th November starting at 8.30am until 1pm. Your child must attend the College on Monday as normal but College will be closed for students on Tuesday. This will hopefully provide you with the opportunity to come in at a time which is suitable for you.

Academic Review Day is an opportunity to meet with tutors, Heads of House or members of the Senior Team as well as our Special Educational Needs Co-ordinator and Mrs Fowell, Student Support Manager. We have allowed for a 15 minute appointment to take place with you and your child, who we expect to see in full uniform. The purpose of the meeting is to look at the latest report on your child including last year's progress as well as efforts and progress made this year towards the targets set where appropriate. During the course of the meeting we would also like you to feedback any comments you have on the chosen targets as we strongly believe in your contribution on the setting of targets for your child. It will be an opportunity to look at the strengths, weaknesses, opportunities for the future and threats to success.

We would like you to indicate on the slip below a preference for an evening or morning slot so that your child's tutor can best organise the appointments to fit around your needs. Please return the slip to your child's tutor by Wednesday 5th November. Confirmation of the times will come to you via your child and times will be given if preferences have not been returned. Please arrive 10 minutes before your selected time to read through your child's report beforehand, which will be available in the library, and take part in our final consultation on uniform change.

Thank you for your time and commitment to the review of your child's progress at Torpoint Community College. It is by working in a strong partnership that we can ensure your child makes the best possible progress. We look forward to meeting you on the day.

Together we will succeed.

Yours sincerely

Miss Blandin
Assistant Headteacher

Student Name: Tutor Group:

- Monday 10th November 4pm onwards
- Tuesday 11th November 8.30-10.30 am
- Tuesday 11th November 11am-1.00pm

Agreed appointment time: (to be completed by tutor)

Parent/carer Signature: