



CHAILEY SCHOOL

A Specialist Language and Humanities College
Headteacher: Mrs Helen Key MA (Ed)

24th September 2018

Dear Parents and Carers

Key Stage 3 Parents' Evening with Personal Tutors – Thursday 4th October 2018

The parent evening above is an opportunity for you to meet the Personal Tutor for your child. During this academic year the tutor will remain as first point of contact for you in all matters relating to your child's education. They will be responsible for monitoring progress and attainment and all factors that may affect this, including attendance, punctuality and preparation for learning.

During each week Personal Tutors see your child for morning registration and for a longer tutorial session each afternoon. They will act as mentor for discussing progress or any issues which arise during the year and will, therefore, be supporting your child on an individual basis as well as part of the tutor group.

You will be able to contact the Personal Tutor either by telephoning the school on 01273 890407, by email (email addresses are on the school website www.chaileyschool.org) or letter. They will endeavour to respond to you within 24 hours. We hope that the relationship between parents/carers and personal tutors will be mutually beneficial and in order to establish this we are giving every parent/carer the opportunity to meet their child's Personal Tutor on **Thursday, 4th October 2018 4.30 – 7.30 pm** in the main hall at the school. Appointments can be made via Edulink.

We very much hope that you will be able to come along as it will provide a valuable opportunity for you to meet and exchange information as well as discussing the coming year for your child. This contact early in the new academic year is very important and we look forward to seeing you.

Yours sincerely,

Mr A Harris
Key Stage 3 Director of Achievement

