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Headteacher: **Mr M Cooper**

**14 November 2016**

Dear Student and Parent/Carer

### **Tutor Review Day 2016**

I am pleased to invite you to our annual Tutor Review Day, when you will have an opportunity to meet your son's/daughter's tutor either on the evening of Thursday 24 November or during the morning of Friday 25 November. Your child's tutor will talk to you about how s/he has settled in this year and will provide you with current attainment and target data along with effort grades for all subjects studied.

As Tutor Review Day involves all teaching staff, school will be closed to all students on Friday 25 November and students must not come into school on that day unless they are attending an appointment with their tutor. We hope that students will use this day to catch up with any outstanding homework or class work, revise for any forthcoming tests or read.

All students are required to attend one of the tutor review sessions and it is hoped that parents can attend. If this is not possible students can see their tutor without parents being present.

Although there are some internal steps within the building, two key operated platform lifts, ramps and a lift in the new block make most areas of the school accessible for wheelchair users and others with restricted mobility. I should be grateful if you could contact Reception or your child's tutor if you will need to use the lifts so that appropriate arrangements can be made. Some of the rooms used for Tutor Review meetings are not fully accessible. Please ensure that you let your child's tutor know if you require a meeting in a room with step free access so that this can be arranged beforehand.

Please note that we have additional parking at the rear of the school on the tennis courts during parents' events. This is accessible by turning right when entering the school car park and driving all the way along the service road at the rear of the Leisure Centre.

If the student's tutor is unexpectedly absent from school, you will be contacted to cancel your appointment and alternative arrangements will be made at a later date. To this end it would be helpful if you could update us with any changes to your emergency contact details by contacting the School Office by phone or email to [belperschool@belperschool.co.uk](mailto:belperschool@belperschool.co.uk).

Yours sincerely

Paul Brumby  
Head of Sixth Form

# SLIP TO BE RETURNED TO TUTOR AS SOON AS POSSIBLE

Student name: ..... Tutor group: .....

Please circle those time slots that you could make.  
If you could make any of the time slots, please circle the day only.

<b>Thursday 24 November</b>	4.00-4.15 pm	4.15-4.30 pm	4.30-4.45 pm	4.45-5.00 pm
	5.00-5.15 pm	5.15-5.30 pm	5.30-5.45 pm	5.45-6.00 pm
	6.00-6.15 pm	6.15-6.30 pm	6.30-6.45 pm	6.45-7.00 pm
<b>Friday 25 November</b>	8.30-8.45 am	8.45-9.00 am	9.00-9.15 am	9.15-9.30 am
	9.30-9.45 am	9.45-10.00 am	10.00-10.15 am	10.15-10.30 am
	10.30-10.45 am	10.45-11.00 am	11.00-11.15 am	

Please tick this box if you require a meeting in a room with step-free access



***For tutor to complete and return to Parent/Carer***

I will be pleased to see you on Thursday 24 November / Friday 25 November\*

at ..... in room .....

\*delete as appropriate