



John O'Gaunts Way
Belper
Derbyshire
DE56 0DA
Tel: **01773 825281**
Fax: **01773 820875**

Email: **belperschool@belperschool.co.uk**
Website: **www.belperschool.co.uk**
Twitter: follow us **@belperschool**
Headteacher: **Mr M Cooper**

14 November 2016

Dear 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 child'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 to 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.

I hope that you and your son/daughter will be able to attend an appointment with his/her tutor and would ask you to indicate a convenient time slot range on the slip attached. Your son/daughter should then give this slip to his/her tutor who will write the time of your appointment at the bottom of the slip and ask him/her to return it to you. We will try our best to arrange appointments which are mutually convenient but, in the interests of flexibility, would ask you to ring as many time slots as possible so that, hopefully, we can accommodate everybody. **Please note that appointments are for 10 minutes. If more time is needed to talk to the tutor then, during your appointment, you can schedule to discuss any issues at more length at an alternative time.** Additionally, if your child has been allocated a Learning Mentor at school then you will also have an opportunity to make an appointment to see them. After your child's tutor has confirmed the time of their appointment then your child should contact their Learning Mentor to arrange an appointment with them. Heads of Year will also be available to meet with you. Please ask your son/daughter to speak to their Head of Year if you would also like an appointment with him/her. The Head of Year will endeavour to fit this appointment around any other appointments you make.

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. Some Year 9 tutors and all Year 10 tutors will be located on upper floors. I should be grateful if you could contact Reception or inform your child's tutor if you have mobility issues so that suitable arrangements can be made in advance of your appointment. **I would like to remind you 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 your child'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, for example new mobile phone numbers.

Yours sincerely

Mark Kazmierczak
Assistant Headteacher

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.

Thursday 24 November	4.00-4.10 pm	4.10-4.20 pm	4.20-4.30 pm	4.30-4.40 pm	4.40-4.50 pm	4.50-5.00 pm
	5.00-5.10 pm	5.10-5.20 pm	5.20-5.30 pm	5.30-5.40 pm	5.40-5.50 pm	5.50-6.00 pm
	6.00-6.10 pm	6.10-6.20 pm	6.20-6.30 pm	6.30-6.40 pm	6.40-6.50 pm	6.50-7.00 pm
Friday 25 November	8.30-8.40 am	8.40-8.50 am	8.50-9.00 am	9.00-9.10 am	9.10-9.20 am	9.20-9.30 am
	9.30-9.40 am	9.40-9.50 am	9.50-10.00 am	10.00-10.10 am	10.10-10.20 am	10.20-10.30 am
	10.30-10.40 am	10.40-10.50 am	10.50-11.00 am	11.00-11.10 am		

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

Please tick this box if your child has already been allocated a Learning Mentor and you wish to arrange an appointment to see them

Parent/Carer Signature

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

Please arrive 15 minutes before your allocated appointment time in order to complete some administrative documents in a waiting area before the appointment with the tutor.

If the parent also requires a Learning Mentor appointment, then please ask the student to take this slip to their Learning Mentor to arrange an appointment after the tutor appointment time has been given.

For Learning Mentor to complete and return to Parent/Carer

Your child's Learning Mentor will be pleased to see you and your child on Thursday 24 November / Friday 25 November* at in the following room:

***Year 9 Learning Mentor: Billy Hussain in L12**

***Year 10 Learning Mentor: Rachael Brown in Careers Office in the Library**

***Year 11 Learning Mentor: Lyndsey Christie in Mentors' office (Maths area)**

*delete as appropriate