

Academic Tutoring Day -Wednesday 18th April 2018

March 2018

Dear Parent/Guardian,

Our final Academic Tutoring Day of the year will be on **Wednesday 18th April 2018**. On this day, all students from Years 7 to 10 have a 15 minute appointment with their tutor, which you are also invited and encouraged to attend. The aim of this meeting is for your child to review previous targets and set new targets to improve their attainment over the coming months. You will also have the opportunity to raise any concerns that you may have about your child's progress at Castle Manor Academy.

Academic Tutoring appointments will take place in the main school building. **Students are expected to accompany you to school** for their timetabled meeting and this will be the only time they are required at school that day. They should wear full uniform and the usual rules regarding jewellery apply.

You will be aware that all of our students have regular learning conversations with their Academic Tutor. During these conversations the tutor and the student will monitor their progress towards targets set. Students must provide evidence to show that they are working towards their targets. For all students their Student Organiser will contain a record of these targets, therefore please ensure your son/daughter brings their Student Organiser with them to the meeting.

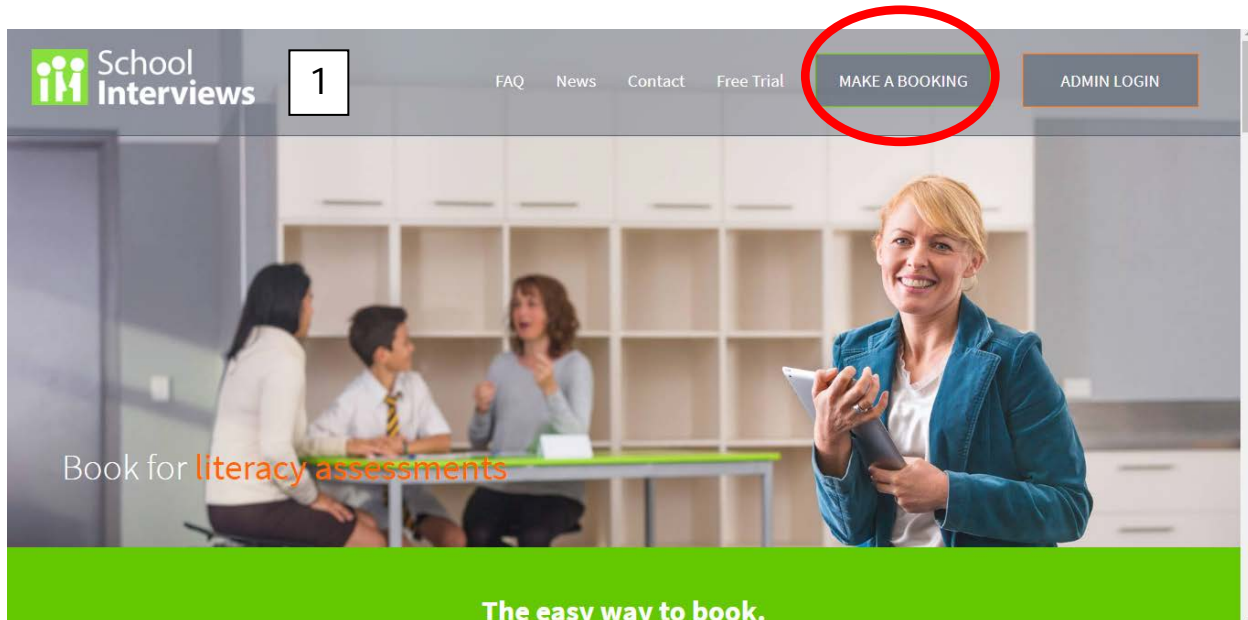
It is very important that you attend on 18th April so that we can work together to ensure that your son/daughter reaches their potential. We are now offering an online booking facility. Details can be found on the back of this sheet. The earlier you book, the greater the opportunity to fit appointments around your daily schedule. The earliest appointments will be at 8.30 and the latest at 4.45.

If you have any further queries regarding the Academic Tutoring Day please do not hesitate to contact your child's tutor, Achievement Leader or myself.

Please note that there will also be a pop up uniform shop available on the day from 8.30am - 4.00pm.

Yours sincerely,

Mr J Gosden
Deputy Headteacher



Dear Parents

You can now book appointments at times that suit **YOUR FAMILY BEST.**

Go to www.schoolinterviews.co.uk and follow these simple instructions.

1. Enter the event code given to you by the school for this event. Event code is: **6vmcq**
2. Enter your details-name, email address, child's name etc
3. Choose the relevant tutor for your child:
4. Choose times

BOOKINGS CLOSE Wednesday 28th March at 4pm

You can change your appointment bookings at any time prior to the closing date, by re-visiting the www.schoolinterviews.co.uk website from the SAME COMPUTER you made the original booking on, and using the event code. **Remember to use the same computer, name and email address, you used when you made your original booking.** If you wish to change your appointment times after the closing date or are away from the original computer you should contact the school directly on: 01440 705501.

When you click **finish**, your appointment timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

You can return to www.schoolinterviews.co.uk at any time from the same computer to change your appointments until bookings close.

If you don't have access to the internet, please call Castle Manor Academy to book an appointment. Appointments are strictly 15 min. If you require more time, please contact your child's tutor directly to make alternative arrangements.