



28 September 2020

Dear Parent/Carer

We warmly invite you to join us for our virtual 'Meet the Tutor' event on Tuesday 13th October 2020 from 1.30pm – 4.45pm. This event runs in partnership with our 'check in, check-up and check out' programme held during tutor time and will provide you the opportunity to speak with your child's tutor to discuss any feedback and share good news and successes about your child. It will also provide an opportunity for you to ask any questions.

Please see below on how to book your appointment and details for the event.

- Book your appointment with your child's tutor using EduLink One.
- EduLink One will be open for appointment bookings from noon on Monday 5th October 2020 and will close at 12 noon on Friday 9th October 2020.
- Due to the limited number of slots available, appointments will be for 5 minutes. If multiple appointments are made, additional slots will unfortunately be removed.
- Tutors will call the priority 1 number held on our database. In the event the phone is not answered, a voicemail/email will be sent.

To support with this event and our preparations for our 'Virtual Open Evening' for prospective parents, the school will close early as advertised on Friday. Please see the staggered exit times below. All students will exit via their normal exit gate.

- Year 7 & 8 – 12.15pm
- Year 9 & 10 – 12.30pm
- Year 11, 12, 13 – 12.45pm

Bus companies have been informed.

Please can all students bring their own refreshments for the day as DINE will not be open to purchase food. Grab bags will be available for our students eligible for free school meals.

If you are unable to join us for this event, our Heads of Year and SAFE team will be in touch directly to make an alternative appointment.

Thank you in advance for your support.

Best wishes

Cathrin Thomas
Headteacher