

Dear Parent/ Carer

In an earlier letter I let you know that we would be holding an information evening for new parents and carers on Thursday 16 September and Tuesday 21 September from 6.30pm to approximately 8.30 pm. The evening is an opportunity to meet the personal tutor and to provide you with the information you need to help you get to understand our systems and the opportunities which the College has to offer its students. We believe that it is through working in partnership with you that we are able to help our students maximise their potential and achieve success. Personal tutors will attend on one of the two evenings. Students are allocated to tutor groups according to their timetable and now these are finalised we can tell you the name of their personal tutor.

Your daughter/son/ward will have collected a timetable today. You will find the initial of the personal tutor printed above the timetable grid. On the reverse of this letter we have listed:

- the initials of the personal tutors;
- their names;
- the night the personal tutor will be attending the new parents evening;
- the name of the student progress leader with whom they work.

The approximate timetable for the evenings is as follows;

6.30 Presentation in the Hall with Jill Sawyer, Alison Frost, Celia Green, Steve Last, Jean Southey and the personal tutors

7.00 pm Time with personal tutors for information and an opportunity to ask questions.

Please note that on these evenings, personal tutors and student progress leaders will be unable to spend time individually with parents or carers and so matters of a confidential or sensitive nature should be shared at a separate appointment made on another occasion, ahead of the meetings if the matter is very urgent.

I hope you will be able to attend and look forward to seeing you on the evening.

Yours faithfully

Jill Sawyer

Student Progress Director

Thursday 16th September	Tuesday 21st September
<i>Student Progress Leader: Alison Frost</i>	
TS Tim Savage	CSG Carole Geerts
SPM Sean McEvoy	CEH Caroline Hatton
	BM Barbara Marshall
<i>Student Progress Leader: Celia Green</i>	
LM Lucy Marks	HOD Hazel O'Donnell
WIP Will Power	MCP Marie Phillips
AJS Amanda sargent	SJT Sarah Templeton
<i>Student Progress Leader: Steve Last</i>	
JF Jackie Frood	JS Jill Sawyer
AVM Avril Mackenzie	
<i>Student Progress Leader: Jean Southey</i>	
LMB Linda Bailey	ABA Abha Aggarwal
NJB Nicola Bailey	KH Kathy Hegarty
PDF Pippa Forster	CTS Chris Savage

Please note that any change in timetable after 9 September may result in a change of tutor group and personal tutor