

Our ref: OFA/CHD/TDY

23 September 2015

Dear Parent/Guardian

Re: Year 7 Settling In Evening - Wednesday 14 October 2015

I am writing to you to invite you to the Year 7 Settling In Evening on Wednesday 14 October 2015 between 4pm-6pm. On the evening itself you will get the opportunity to sit with your child's Progress Tutor and discuss their opening half-term at The Forge.

As well as speaking to your child's Progress Tutor, you will receive feedback on how they performed in recent assessments and crucial guidance as to how they can improve their Literacy and Numeracy levels.

Year 7 have made a brilliant start to life at the Academy and this evening gives us an opportunity to share in those successes and offers guidance as to how you can help your children fulfil their undoubted potential.

I would greatly appreciate it if you could please complete the reply slip below, indicating your preferred appointment time and return it to your child's Progress Tutor as soon as possible.

Yours faithfully

T Daly

Mr T Daly
Pastoral Leader Year 7
e: thomas.daly@oatforge.co.uk

Student Name: _____

Student Form: _____

Preferred time of appointment: _____
(In 5 minute intervals from 4 - 6 pm: e.g: 4:45pm)

