

6 Oct 2009

Dear Parent

### **Mentoring Interviews: 21<sup>st</sup> October 2009**

Apart from Y7 parents, you will all be familiar with the annual target setting interviews held with tutors in the Autumn Term. We are changing the emphasis to that of mentoring but the essential components are basically the same:

- 15 minute interview with a member of staff attached to the year team, usually a tutor
- Review of targets and progress data (if available)
- Agreeing actions to support progress and achievement

In previous years we have given different days and time-slots. This year we are aiming to complete all interviews on the one day, but allow our staff to work flexibly to meet you within an envelope of time that includes the usual school day and the added time we would normally include for a parents' meeting i.e. up to 6 pm.

To help plan the day effectively so that our tutors are able to leave site if necessary may I ask you to indicate the sessions that you are available to attend with your child. Please do this on the return slip at the foot of this letter. The specific time will be returned to you via your child.

Yours faithfully

Mr SJ Clark  
Deputy Headteacher

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### **Mentoring Day: Wednesday 21<sup>st</sup> October 2009**

Please indicate the sessions that you are available to attend with your child.

Before 9 am       Between 11am and 1pm       Between 3 and 5 pm   
Between 9 and 11 am       Between 1 and 3 pm       After 5pm

Student's name: \_\_\_\_\_ Form \_\_\_\_\_

Parent/Carer signature: \_\_\_\_\_