



Our Ref: JSW/JBR

28th September, 2018

Dear Parents/Carers,

Re: Year 7 'Settling In' Evening – Thursday, 4th October, 2018

I am writing to invite you to our Year 7 'Settling In' Evening. This will be an informal occasion giving you the opportunity to meet your son/daughter's Form Teacher and Miss Lloyd, Head of Year 7. The event will be held in the Academy Performance Hall on Thursday, 4th October, 2018 between 6.00 p.m. and 7.00 p.m. with refreshments being served at 5.30 p.m. Please can we request that you bring your son/daughter's Academy Planner to the 'Settling In' Evening.

During the evening your child's Form Teacher and Head of Year will be available to discuss how well he/she has settled in and to discuss any concerns or issues that may have arisen in the first few weeks.

Please complete the tear off slip below indicating whether you are able to attend on the evening.

If you have any matters arising from this letter, please do not hesitate to contact your child's Form Teacher or Head of Year.

Yours faithfully,

Mrs J Sweeney
Acting Senior Leader

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(Please return the reply slip to your child's Form Teacher as soon as possible)

YEAR 7 'SETTLING IN' EVENING

Thursday, 4th October, 2018 (6.00 p.m. – 7.00 p.m.)

Name of Student: _____ **Form:** _____

I **will** be able to attend I **will not** be able to attend

Signed: (Parent/Carer) Date: