



Dear Parent/Carer,

IMPORTANT INFORMATION
Year 7 Tutor Evening – Thursday 7th November 2019

We hope that your child has had a successful and enjoyable first term at Ark Alexandra. We are writing to invite you to attend the Year 7 Tutor Evening to meet with your child's tutor to discuss their first few weeks at Ark Alexandra.

The Year 7 Tutor Evening will take place on the Helenswood campus between 4.00pm and 7.00pm on Thursday 7th November. This is an excellent opportunity for you to discuss how your child has settled in, the progress they are making and to ask any questions you may have. Every student will receive an appointment sheet to book an appointment with their tutor, appointments will last approximately 7 minutes.

If you have any questions regarding your child's progress or the Year 7 Tutor Evening, please do not hesitate to email me: n.burchell@arkalexandra.org

Yours sincerely

A handwritten signature in black ink, appearing to be 'N Burchell'.

Mr N Burchell
Assistant Principal

Please complete and return the following with your son or daughter to their form tutor:

Please circle the appropriate response.

Name of student:

Tutor group:

I will be attending the Year 7 tutor evening

I will not be attending the Year 7 tutor evening

I would like an appointment at:

If unable to attend the evening a suitable day and time to be contacted by my child's tutor would be:

EXECUTIVE PRINCIPAL: Yvonne Powell, OBE
PRINCIPAL: Stephanie Newman
REGIONAL ASSOCIATE PRINCIPAL: Victoria Cockram