



10th December 2013

Dear Parent/Carer,

Academic Review Day

At Hendon we value a strong relationship between personal tutors and the pupils at Hendon, as a key factor in achieving success. To foster this positive relationship we hold Academic Review Days at key points throughout the year. The second Academic Review Day of the 2013/14 School year will be held on **Monday the 6th of January 2014.**

Each pupil will be given a time that they must attend school with parents/carers to meet with their personal tutor to discuss their progress and areas for development. The meeting will help you to get a good overview of how your child is doing at school and how you can support them to help them achieve. Attendance to these meetings is mandatory.

We are looking forward to seeing all of our pupils and their parent/carer during the Academic Review Day, as the information gained can have a strong impact on your child's education and well-being. At Hendon we value the importance of Academic Review Days and I would like to thank you in advance for your support.

If for any reason you believe you will not be able to attend Academic Review Day please contact me via phone or at the email address below.

Parent/carer and child should attend the meeting on time and child should attend in full school uniform, lateness to the meetings has a significant impact and can cause disruption to the day. **Please note that your child will only be required to be in school for their appointment.**

I would like to ask that you return the slip below giving an indication of what time bracket you would be available to see your child's form tutor. Your child will then be given a time in this bracket by their tutor. **Please return slip below by Monday 16th December 2013.**

Yours sincerely,

Miss C. Williams

Head of Year 7 (ext. 245) williamscm@hendonschool.co.uk

Name of Student: Form:

I shall / shall not be able to attend the Academic Review Day on Monday 6th January 2014.

Preferred time slot (please circle one): 9am – 11am 11am – 1pm 1pm – 3pm

If you are unable to attend this date, please give a reason:.....

Parent/Carer signature:

