



Dear Parent/Carer,

10th December 2013

Academic Review Day – Monday 6th January 2014

At Hendon School we value a strong a relationship between personal tutors and the pupils as a key factor in achieving success. To foster this positive relationship we hold academic review days at key points throughout the year. These days provide an opportunity for pupils and their personal tutor to sit down together and discuss the progress your child has made. The personal tutor will be able to discuss not only academic targets but also look at issues surrounding resilience and self-esteem which are important for students in realising their full potential.

The next **Academic Review Day will be held on Monday 6th January 2014**. Each child will be given an appointment time with their form tutor which they should attend with a parent/carer. Your appointment will last for 10 minutes.

To ensure minimum impact on your other commitments, I ask that you please circle your preferred time within which you wish to attend for an appointment on the slip below and return it to your son/daughter's form tutor by **Monday 16th December**. Where possible, you will be given an appointment within the desired time. Your son/daughter will write down the exact time of your appointment in their diary.

Please note that the normal school timetable will be suspended for the day and your child will only be in school for the duration of their appointment. Students should come in school uniform.

Yours sincerely,

G. Hall

Mr G. Hall
Head of Year 8

Student Name: Form:

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

Preferred time slot (please circle one):

9am – 11am 11am – 1pm 1pm – 3pm

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

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Parent/Carer signature:

