



Joseph Swan
Academy

17th October 2017

Dear Parent/Carer

I would like to take this opportunity to invite you to our Year 7 Progress Evening, which will take place on **Monday 6th November 2017** from **4pm – 7pm**.

At this Progress Evening you will have the opportunity to meet your child’s tutor and discuss how your child has settled in to life at Joseph Swan Academy.

Appointments for Tutors

We will be running an appointment based system for the evening. Please select the two most convenient time slots from the list below. A specific time will be allocated by your child’s tutor and a sticker will be placed in their planner by Thursday 2nd November to confirm this.

Appointments will be allocated on a first come first served basis, so please return your preferences on the reply slip as soon as possible, by no later than **Tuesday 31st October 2017**.

We look forward to seeing you and sharing the successes of our Year 7 students during this evening.

Yours faithfully

Miss H. E. Scott
Head Teacher

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To allow us to allocate a specific appointment, please complete the following:

Student Name: _____ Tutor: _____

Time Slot	✓ Preference
4.00pm - 4.30pm	
4.30pm - 5.00pm	
5.00pm - 5.30pm	
5.30pm - 6.00pm	
6.00pm - 6.30pm	
6.30pm - 7.00pm	

I can attend at any time between 4-7pm