

4 October 2018

Dear Parent/Carer

**Year 7 Settling-In Review Meeting – Monday 15 October 1.40pm – 4.45pm**

As part of our induction process we would like to invite all Year 7 parents to attend a review meeting with their son's Form Tutor. This is scheduled to take place on the afternoon of Monday 15 October in the Main School Hall, which is situated on the first floor of the main reception building.

The transition from primary to secondary school is a challenge for most children but some do find it more challenging than others. The main purpose of this meeting is to give parents the opportunity to review the progress being made during this transition phase and to bring any concerns to our attention so that appropriate support strategies can be put in place if necessary. So that parents can talk freely of any concerns they might have, students are not expected to attend these review meetings.

Tutors will be available between 1.40pm – 4.45pm to meet with parents. **Your son must book an appointment on your behalf.** Appointments will be for five minutes, as for a Parents' Evening. Should it become apparent that your concerns require a discussion of greater length, the SENCO Rosemary Brooks and I will be available that afternoon to either discuss those concerns or arrange a further appointment for you. This allows the tutors to adhere as closely as possible to the scheduled booking times. If you are unable to attend and have concerns you would like to discuss (or would like to request a meeting with the Head of Year or SENCO on the day) then please feel free to email me at [steven.newell@carres.uk](mailto:steven.newell@carres.uk) or [rosemary.brooks@carres.uk](mailto:rosemary.brooks@carres.uk).

Prior to the review meeting, I would like to ask you to assist us in our preparation by completing our 'Parent Response Form' and returning it to the school office in the envelope provided by **Thursday 11 October**. The boys will also be asked to complete a similar response form during their Tutorial time. These two forms will provide us with a starting point for the review meeting.

We believe that a positive partnership between home and school provides the best foundation for a successful career at Carre's and we trust that parents will be able to join us for this review. We very much look forward to meeting you and working with you to ensure your son's success.

Yours faithfully



**Mr S Newell**  
Head of Year 7

Enclosures

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**Please return to: Form Tutor by Thursday 11 October 2018**

**Year 7 Settling-In Review – Monday 15 October**

Name of Student:..... Form:.....

I acknowledge receipt of the letter re the Year 7 Settling-In Review. I/we\* will be able/unable\* to attend.  
(\* Pleased delete as appropriate)

Signed:.....Parent/Carer