



# The Ongar Academy

The Ongar Academy  
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21 September 2018

Dear Parents and Carers,

## **Year 7 - Meet the tutor - Monday 8 October 2018 - 4.30pm-7:00pm**

The role of the form tutor is to promote high expectations in terms of student attendance, punctuality, behaviour and progress.

Currently, the form tutor is the first person your son/daughter formally sees each morning for 10 minutes, as well as this there is a 30-minute registration period after lunch with them. A positive relationship with the form tutor is essential and it is just as important for you, as parents and carers, to become familiar with this key member of staff in your child's education.

On Monday 8<sup>th</sup> October you will have the opportunity to meet the tutor. This will be at an arranged time and for 5 minutes. Before a time is agreed it will be ideal if you could discuss with your son/daughter some suitable times between 4:30pm and 7:00pm. Appointment cards will be given out on Monday 24<sup>th</sup> September 2018. Your son/daughter is to request an appointment from their form tutor at an agreed time once they have their card. The evening will end at 7:00pm prompt.

If you are unable to attend on Monday 8<sup>th</sup> October and would like to speak to the tutor, please do not hesitate in calling the school office on 01277 500990.

Students are to attend the evening with you in full school uniform.

I look forward to seeing you all.

Yours sincerely,

Miss D Taylor  
SPL Year 7

Headteacher: Mr. A. Osborne (Acting)

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