



24th November 2023

Dear Parent/Carer

Tutor Review Meetings and Early School Closure all Year Groups – 30th November 2023

I am writing to let you know about the next tutor review meetings that will take place next week. Tutor review meetings are an opportunity for parents to have an online video conversation with their child's tutor to discuss their **pastoral development** and set agreed targets for the year ahead. This is different to the subject based parents' evening where parents will have the opportunity to speak to their child's subject teachers about their progress in their subjects.

The topics covered will include students' progress and enjoyment of school, future ambitions, attendance and wider participation in co-curricular activities. Each year group will have a slightly different focus given the priorities in that year group.

The dates for the tutor review meetings are shown here:

| Date | Year Group |
|---|-------------------|
| Thursday 30 th November 2023 | Year 11 |
| Tuesday 9 th January 2024 | Year 7 |
| Thursday 1 st February 2024 | Year 10 |

Early School Closure

On **each of these dates, school will close at 1.55pm for all students in Years 7 to 13** to allow tutors to have appointments with parents from 2.00pm. Year 12 and 13 meetings have started and tutors will contact parents of students in these year groups to arrange an appointment between now and the end of term.

How to book a review meeting with your child's tutor

We will send a link to parents of students in **Year 11 today** to make an appointment on SchoolCloud. This is the system we have used previously to make appointments for parents' evenings. You will be able to choose a time to speak with your child's tutor on a SchoolCloud video call.

If you have any questions, or require your child to remain in school until 2.55pm on any of the above dates, please do not hesitate to contact school or email: dataandexams@brookfieldcs.org.uk

Yours faithfully

Mr M Robinson
Deputy Headteacher