



12 June 2009

Dear Parent/Carer,

Review Day – Tuesday 1st December 2009.

On Tuesday 1st December Pendle Vale College will be holding a 'Review Day'. During this day students are to attend a meeting with their Form Tutor to discuss learning and progress setting targets to improve their future performance in College. We would also ask that parents/carers also attend this meeting to fully support your child in the process. Your son's/daughter's Review Meeting will last approximately 10 minutes, after which they should record their targets using the College's ICT facilities. Students will also have the opportunity to discuss their future options with representatives from local providers of further education.

Students should attend their Review Meeting in full college uniform and bring with them their Record of Achievement for further discussion. We can provide a supervised space for individuals to work in throughout the day if you are concerned about your son / daughter being at home during normal college hours.

Form tutors have been given a choice as to their availability for the day; some may be available between 8.45 am and 3.15 pm, whilst others are working from 12.00 noon to 6.00 pm. Your son/daughter should inform you of this. If you would like to attend a meeting with your child outside of the times available, please indicate so on the reply slip and a meeting with another member of staff can be arranged. Students with brothers or sisters in the College will be given a priority period to make appointments to allow parents to visit multiple form tutors in one visit.

Could you please complete the reply slip below, indicating a preferred appointment time. Once again we would ask that parents accompany their son/daughter to the meeting. Attendance for students is compulsory.

I would like to thank you for your continued support and look forward to a successful and meaningful College Review Day.

Yours sincerely,

Mr S Wilson
Headteacher

'Think Pendle Vale, Think Achievement

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Student: _____ Form: _____

Please Tick One box below

I will be attending with my child and I am available throughout the school day.

I will be attending with my child and would like an appointment at approximately _____ (available between these times).

I will be attending but would like a time outside those available with my child's Form Tutor at approximately _____ (available between these times).

I cannot attend this meeting – my child will attend alone.