

Friday 11th September 2020

Dear Parent(s)/Carer(s),

We are pleased to invite you to our Year 7 Form Tutor Parents' Evening which will be hosted on Thursday 17th September 2020 between the hours of 4-7pm. Each year we offer the opportunity for parents to visit school and have a brief meeting with their child's form tutor to discuss their integration into school life at Todmorden High School. This will be hosted via telephone call this year due to Covid-19.

We recognise the importance and value of catching up with our new Year 7 cohort to ensure that they are safe, well and enjoying their time with us. As such this meeting is pastoral in its nature, as opposed to subject focussed.

What will my appointment look like?

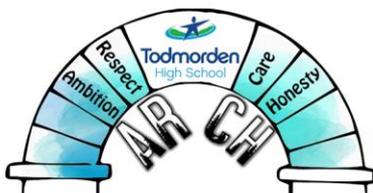
1. Each appointment will be 5 minutes in length (for example 16:00, 16:05, 16:10 etc). This is to ensure that each form tutor can speak to every parent/carer of the children in their form group. Tutors will offer the opportunity for a follow up if you feel this is required.
2. The agenda for the short meeting will consist of:
 - Is your child feeling safe and happy? Have they made friends?
 - Have you got the information that you feel you need with regard to whole school life?
 - Any other support needed.

Attendance to this event is encouraged, but not mandatory. If you feel you have no concerns or issues that you wish to discuss with your child's form tutor, please do not feel obliged to attend. However, please do let me know if you are not going to attend for recording purposes (d.kontogiannopoulou@todhigh.co.uk).

In order to book an appointment for this evening you will be required to use the online booking system you will find on our school website at <http://www.todhigh.co.uk/year-7-form-tutor-parents-evening-booking-system/>. Please ensure that you select the correct booking form for your child's form tutor these are labelled by tutor code.

- 7PAS- Mr P Smith
- 7KMC- Mrs K McDermott
- 7KSM- Miss K Smith
- 7DCH- Mr D Chattell
- 7DRY- Mr D Ryan
- 7DMC- Mr D McDermott
- 7CRO- Mr C Roberts

The process should be easy to use and you will receive a booking confirmation at the end of your booking. If you do have any issues using the booking system then please don't hesitate to contact Mrs Womack on e.womack@todhigh.co.uk and she will assist you. Mrs Womack can also assist you with cancellations should you wish to make one.



Please be near your telephone at your appointment time. There is a possibility that the call may come through slightly later than expected, but please be patient as your child's tutor may have been delayed with a previous phone call. They will of course make every effort to be timely.

The cut-off date to book a telephone appointment with your child's tutor is Wednesday 16th September 2020, 7pm. The booking system will close after this time.

We have loved meeting our new Year 7 cohort this week and we do hope that you are able to attend this event to allow us the valuable opportunity to speak with you regarding your child's first experiences with us at Todmorden High School.

Kind regards,

Mrs Kontogiannopoulou

Mrs Kontogiannopoulou
Learning Manager for Year 7